

APPLICATION FORM

Please complete each section in BLACK ink. This information will be treated as strictly confidential and all or part may be contained in a computerised system. The requirements of the Data Protection Act will be fully complied with.

General information

Position applied for:	
How did you hear about this vacancy?	
Salary expectations:	
Type of employment preferred:	Full time [<input type="checkbox"/>] Part-time [<input type="checkbox"/>] Casual [<input type="checkbox"/>] <i>Please tick all that apply</i>

Personal details (Please complete in block letters)

Surname	
Title	
Forename(s)	
Correspondance Address	
Postcode	
Permanent Address (if different)	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
E-mail address	
National Insurance Number	
Do you hold a current full driving licence?	

Languages

Please list any languages you can speak and level of proficiency.

Language	First language	Fluent	Good understanding	Basic

Working for Casa

We are keen to learn more about why you want to work for Casa.

Please answer the questions in as much detail as possible:

Why are you interested in working for Casa?

Why would we want you to work for us?

The delivery of exceptional Customer Service is important to us, how important is it to you?

The perfect working day

Did you know that in our lifetime we spend on average, 4 years queuing, 27 years asleep and over a third of our lives working?

Tell us what your ideal day at work is like? What sort of team you like to work in? What makes you leave for the day thinking you have had a great day at work?

Inspiration

Who inspires you or who has inspired you in the past? Why did you select this person?

(Please give as much detail as possible)

What do you like to do when you aren't working?

Present or last employer

Name & address of employer		Name & address of establishment where employed (if different)	
Postcode		Postcode	
Nature of business		Date appointed	
Job title			
Hours worked per week		Present annual salary or hourly rate	
Notice period		Other benefits	
Leaving date		Reason for leaving or wanting to leave	
Brief description of duties			

Previous employment

Starting with the most recent first, please include any voluntary work and/or work placements

Employers name and address	Job title	Salary/hourly rate	Hours worked	Dates		Reason for leaving
				From	To	

Education, qualifications & training

Tell us about your education, what you studied, where you studied, when and what qualifications and grades you gained.

Have you been on any courses? If so what, when and where?

Tell us about any relevant experience that may support your application.

References

Please provide details of two referees, one of which should be your present or most recent employer. If you have not held a position before, then Head Teachers, College Lecturers or other persons who are able to comment authoritatively on your educational background and/or personal qualities (but not friends or family) are acceptable as referees.

Referee 1

Referee 2

Name		Name	
Job title		Job title	
Company name and address		Company name and address	
Postcode		Postcode	
Telephone No.		Telephone No.	
Email address		Email address	
Capacity known		Capacity known	
Do you consent to us contacting prior to an interview?	YES [] NO []	Do you consent to us contacting prior to an interview?	YES [] NO []

Declaration

I declare that the previous information is true and correct and accept that any misstatement of information may mean the cancellation of any appointment which is subject to the receipt of satisfactory references.

I understand that completion of this form does not constitute an offer of employment.

Signed	Date
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