MOODY DIRECT LTD

APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection only. Where the application is successful, Moody Direct Ltd may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provision of the Data Protection Acts 2018. Please also note that Moody Direct Ltd may approach third parties to verify the information you have given. By signing this form you will be providing Moody Direct Ltd with your consent to all these uses. On completion please return this form to:

Moody Direct Ltd, West Carr Road, Retford, DN22 7SN

Miss/Mrs/Ms/Mr (please delete as appropriate)	
First Name(s)	
Last Name	
Address	
Postcode	

Telephone (Day)	(Evening)	(Mobile)
Email address		

Are you eligible for employment in the United Kingdom?   YES/NO
Please indicate what documentation you can provide in order to demonstrate this i.e.:

- British Passport
- Birth Certificate
- European Economic Area Identity Card
- Travel document showing an authorisation to reside and work in the United Kingdom
- Document showing National Insurance Number

References
(Please provide 2 references, one of which should be your current or last employer)

Name	Name
Company	Company
Address	Address
Telephone No.	Telephone No.

Do you have a full UK Driving Licence?   YES/NO

Do you have any endorsement points (if so how many)?

Are there any medical conditions that you suffer from that we should know about?   YES/NO
If yes, please outline the disability.

What is the earliest date you are available to start work?

Signed: .... **Date:** ....

MOODY DIRECT LTD

EDUCATION

NAME OF SCHOOL:		Year attended	
		From:	To:

QUALIFICATIONS ACHIEVED			
GCSE			
Subject	Grade	Subject	Grade
A LEVELS			
Subject	Grade	Subject	Grade
OTHER (please state)			
Subject	Grade	Subject	Grade

NAME OF COLLEGE/UNIVERSITY:		Year attended	
		From:	To:
Qualification achieved and grade			

QUALIFICATIONS

Please list any professional qualifications e.g. Institute Memberships

MOODY DIRECT LTD

Please list any specialist qualifications eg First Aid Certificate, Fork Truck Driving, Specialist Equipment Training, etc.

EMPLOYMENT RECORD

Please give details of your last 3 employers

COMPANY NAME AND ADDRESS	JOB TITLE AND MAIN DUTIES OR TASKS UNDERTAKEN	Date Employed From-To
Reason for leaving: Salary:		
Reason for leaving: Salary:		
Reason for leaving: Salary:		

MOODY DIRECT LTD

OTHER ACHIEVEMENTS

INTERESTS/HOBBIES

MOODY DIRECT LTD

COMPUTING KNOWLEDGE/EXPERTISE

Please indicate your areas of computer experience by ticking the appropriate box. This section is for our information and not necessarily a job requirement.

Windows operating systems	☐	Word processing	☐
Access/Excel spreadsheets	☐	E-mail	☐
Outlook/Outlook Express	☐	PowerPoint	☐
CAD software	☐	Use of internet	☐

Other software or computer skills (please give details)

ANY OTHER RELEVANT INFORMATION

e.g. Specialist skills, knowledge, personal traits (please give details)