



Registration Date:

London Office

☐

Birmingham Office

☐

Compliant Date:

Application Form

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1. Personal details

Title:

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Dr

☐

Other

☐

Last Name:

First Name:

Address:

Postcode:

Mob No.

E-mail address:

NI No:

D.O.B

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

☐

No

☐

Driving Licence – if relevant to post applied for.

Do you hold a full, points-free driving licence valid in the UK?

Yes

☐

No

☐

Do you have any points or convictions etc? (include dates of expiry & reason):

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment. Failure to comply will result in your application being terminated and/or any job offer rescinded. Driving Licences will be checked at first interview.

Please state Salary Expectation Per Hour:

London Office
Regus Building, Vision 25, Electric Avenue
Innova Park, Enfield, Hertfordshire EN3 7GD

Birmingham Office
Apex House, Calthorpe Road
Edgbaston, Birmingham B15 1TR

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MRJ Associates LTD



@mrjassocociates



@AssociatesMrj



mrj_associates

Section 2. Present Employment

Present Employment (If now unemployed give details of last employer)

Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Reference contact:

Brief description of duties:

Continue a separate sheet if necessary

Period of Notice:

Last day of service
(if no longer employed):

Reason for leaving (if no longer employed):

Section 3. Previous Employment

Previous Employment (most recent employer first covering last 10 years). Include nature of business. (i.e. paper manufacture, electrical wholesaler) Continue on a separate sheet if necessary.

Name of Employer:
(incl. reference contact)

Address:

Postcode

Post Held & Dates
Employed:

Reason for
leaving:

Summary of duties:

Name of Employer:
(incl. reference contact)

Address:

Postcode

Post Held & Dates Employed: Reason for leaving:

Summary of duties:

Section 4. Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>
School	Subjects	Qualifications and grades obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>

Continue a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/ Management Qualifications	Course Details
<input type="text"/>	<input type="text"/>

Membership of any Professional / Technical Associations– Please state level of Membership:

Continue a separate sheet if necessary

Section 5. Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?

Yes

☐

No

☐

If yes, please give details / dates of offence(s) and sentence:

Section 7. Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination.
Do you have a disability which is relevant to your application?

Yes

☐

No

☐

If yes, please give details: NB* Do we need to make any specific arrangements for you to attend the interview if so please detail this below.

Section 8 References

Please give the names and addresses of your two most recent employers (for past 8 years if applicable).
If you are unable to do this, please clearly outline who your references are.

Reference 1

Name:

Job title:

Work
Relationship:

Organisation:

Address:

Postcode

Tel No:

E-mail:

Are you willing for this referee
to be approached prior
to the interview?

Yes

☐

No

☐

Reference 2

Name:

Job title:

Work
Relationship:

Organisation:

Address:

Postcode

Tel No:

E-mail:

Are you willing for this referee
to be approached prior
to the interview?

Yes

☐

No

☐

Section 9. Recruitment Monitoring Form

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

Please ☒ tick all relevant boxes

Male

☐

Female

☐

Married

☐

Single

☐

Would describe my ethnic origin as:

Bangladeshi

☐

Black African

☐

Black Caribbean

☐

Black Other

☐

White

☐

Indian

☐

Asian Other

☐

Pakistani

☐

Chinese

☐

Other (Please specify)

.....

How did you learn about MRJ Associates Ltd?

.....

Disability

Disability is defined as "physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities". If you consider yourself disabled, please give details:

Section 10 Application Declaration

Statement to be Signed by the Applicant

Signed:

Date: