

SWAYNE & PARTNERS

Veterinary Surgeons

N.Swayne DVM, MRCVS
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Please Return : 34 Southgate Street, **Bury St Edmunds**, Suffolk, IP33 2AZ. Tel: (01284) 701444
to: The Veterinary Surgery, Little St. Mary's, **Long Melford**, Sudbury, Suffolk CO10 9HY. Tel. (01787) 370773
 The Maltings, Fordham Road, **Newmarket**, Suffolk CB8 7AA. Tel. (01638) 662253
 The Veterinary Surgery, 84 Hamlet Road, **Haverhill**, Suffolk CB9 8QQ. Tel. (01440) 702007

Application for Employment

Please use BLOCK CAPITALS throughout

Position Applied for: _____ **Date of Application:** _____

Personal Information

Mr / Mrs / Ms / Miss Surname: _____ First Name: _____

Address: _____

Postcode: _____

Tel No: Home: _____ Mobile: _____ Work: _____

Date of Birth: _____ Marital Status: _____ No of dependants: _____

Nationality: _____ Place of Birth: _____

Name and address of Next of Kin: _____

Relationship: _____

What serious illnesses or injuries have you had in your lifetime: _____

Due to the physical and mental aspects of this environment, do you have any physical disabilities which could affect this application? Yes / No. If Yes, please give details: _____

How much time have you lost from work from illness or injury during the past 5 years? _____

Have you previously been employed by this Company? If yes please detail: _____

Have you previously applied for a position with Swayne & Partners? If yes, please detail: _____

Do you hold a valid driving licence? Yes / No Please give details of endorsements on your licence? _____

How soon could you be free to take up employment? _____

Previous Employment: Most Current Employer:

Job Title: _____ From: __/__/__ To: __/__/__ Salary: £ _____ Benefits: _____

Company Name: _____ Nature of Business: _____

Address: _____

Tel: _____ Reason for Leaving/Wanting to Leave: _____

Please detail key responsibilities and functions of job:

Previous Employer:

Company Name: _____ Nature of Business: _____

Address: _____

Tel: _____ Reason for Leaving/Wanting to Leave: _____

Job Title: _____ From: __/__/__ To: __/__/__ Salary: £ _____ Benefits: _____

Please detail key responsibilities and functions of job:

Previous Employer:

Company Name: _____ Nature of Business: _____

Address: _____

Tel: _____ Reason for Leaving/Wanting to Leave: _____

Job Title: _____ From: __/__/__ To: __/__/__ Salary: £ _____ Benefits: _____

Please detail key responsibilities and functions of job:

Education

Name and Addresses of educational establishments attended	Dates From To		Age on Leaving	Degrees, Diplomas, Certifications obtained, give subjects taken and results	Grade obtained
Schools (from age of 13)					
Further Education and other formal training					
College/Universities					
Current courses of study					

Details of membership of professional bodies: _____

Interests: (sports, hobbies, pastimes): _____

General Information

Please give any other information which, in your opinion may be of interest in considering your application:

Please give details of two referees. Please ensure one referee is your most recent or current employer – no contact will be made without your knowledge or consent, plus a referee who has known you for more than 5 years.

Name: _____ Position: _____
Company: _____ Tel No: _____
Address: _____

Name: _____ Relationship: _____
Address: _____
Tel No: _____ How long have you known this person? _____

Declaration

I confirm that all statements made in this application are true and complete.

Signature: _____ Date: ____/____/____

For Interviewers Use only:

Selected for interview: Yes / No Date of Interview: ____/____/____ Interview by: _____

Selected for 2nd Interview Yes / No Date of Interview: ____/____/____ Interview by: _____

Applicant Offered Position? Yes / No Date offer Made ____/____/____ Offer by: _____

Comments:
