

The 4DM Group



Intelligent
Marketing Solutions

Application for Employment

Position applied for:

Thank you for your enquiry about this vacancy and your interest in working for the 4DM Group.

These notes are intended to help you complete the application form effectively. Please read them carefully before you complete the form in black ink. If you would like to check if we have received your application form please telephone 01536 416426.

Notes on Filling in the Form

Completing the Application Form

The following headings correspond to appropriate sections in the application form. If you have any difficulties in completing the application form, please contact Personnel on 01536 416426.

Qualifications and Training

List all qualifications obtained and training received (both formal and informal), and any relevant courses that you have attended.

Present and Previous Employment

Starting with your present employer, please list all your previous employers (if presently unemployed start with your last employer). Include the job title, the period of time you worked for them and your reasons for leaving. Please list any paid or unpaid work.

Person Specification Requirements

Take time over this section because this is your chance to 'sell' yourself. Include all your relevant experience, whether from a past job, running a household, voluntary work or leisure interests. Remember, we are specifically interested in you, not the department or company you worked for, so keep the information personal. Overall – take a look to see if an advertisement has been placed; if a job description or person specification has been issued and fit your experience in with the job requirements.

Some other points to bear in mind

- Do not submit the same application for more than one job.
- Please remember to complete the Equal Opportunities section.
- Make sure that the application form is returned before the closing date (If specified)
- Although the job may be advertised as a full time post we welcome applications from people who wish to job-share or work part time.

The completed form should be sent to the Personnel Department, The 4DM Group, Unit 4, Kingsthorpe Park, Henson Way, Kettering, Northants NN16 8HD.

Personal Details

Your full name:..... Address:.....
 Telephone – Home:.....
 Telephone – Mobile:.....
 Telephone – Work:..... Post Code:.....
 E-mail address:.....

Is any member of your family or household a current employee of the 4DM Group?
 If yes please give details.

.....

Please complete the following details:

Have you a current driving licence? Yes No
 If so, which type of licence do you hold?

Do you have use of a car for work? Yes No
 Do you have any endorsements? Yes No
 If yes, please give details

.....

Under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, spent convictions must be disclosed when applying for some positions within the Group.
 Have you ever been convicted of a criminal offence? Yes No
 If yes please give details

.....

.....

References

Please give the names and addresses of two people who could provide a reference about your work. The first referee should be your present or last employer. Please note that in addition to your referees, we reserve the right to contact any of your previous employers (as listed overleaf by you) for the purposes of verifying your employment record, if we think that this is necessary.

(If you are known to a referee by a previous name, please give that name
))

Name: Name:.....
 Position:..... Position:.....
 Address:..... Address:.....

.....

.....

Telephone no:..... Telephone no:.....

May we contact these referees prior to interview? es No

Education and Qualifications

Please continue on separate sheet if necessary

School/College/University	Subjects taken	Grades achieved	Dates attended	
			From	To

Membership of Professional Bodies

Institute/Body	Membership Number	Grade/Level	Study Dates	
			From	To

Present Employment

Name and Address of Employer	Job Title Full or Part time	Date of Appointment	Present salary or Hourly rate	Notice period

Employment History

Please continue on separate sheet if necessary

Dates	Employer	Position	Salary /Hourly rate	Reason for leaving

Person Specification Requirements

Provided below are four sections which should be completed as fully as possible. You should demonstrate how you meet the job requirements in the Person Specification. Your knowledge, skills or abilities may have been gained in a variety of ways i.e. work experience, spare time activities, domestic circumstances. Attach additional sheets as necessary:

Relevant Experience

Special Knowledge and Skills

Education and Training / Job Related Training Courses

Additional factors / reasons for applying

I certify that to the best of my knowledge, the information I have given is complete and correct, and I understand that any deliberate omission or misrepresentation of the facts may lead to the disqualification of my application, or should I be successful with my application, termination of my employment with the 4DM Group.

Signed:

Date: