



**PTH MANAGEMENT SYSTEM
APPLICATION FOR EMPLOYMENT**

**Proprietary and
Confidential**

PTH-HR-FR-02-35

Rev 02

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EMPLOYMENT HISTORY

Current or most recent post title:	Brief description of duties
Employers name:	
Employers address:	
Telephone:	
Type of business:	Annual salary:
Date appointed: Date left:	Notice required:

Please give details of your last three positions starting with the most recent.

From/To:	Employer:
Job Title:	Address:
Summarise the nature of work performed and job responsibilities:	
Reason for leaving:	Rate of pay when you left:
From/To:	Employer:
Job Title:	Address:
Summarise the nature of work performed and job responsibilities:	
Reason for leaving:	Rate of pay when you left:
From/To:	Employer:
Job Title:	Address:
Summarise the nature of work performed and job responsibilities:	
Reason for leaving:	Rate of pay when you left:



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Other information in support of your application

Please provide us with any other information you wish us to consider to support your application. If necessary please continue on a separate sheet.

REFERENCES

Please give details below of two referees. One of these should be your current/most recent employer.

Full Name and Address (inc post code):

Full Name and Address (inc post code):

Telephone:

Telephone:

Previous Employer or Personal Reference:

Previous Employer or Personal Reference:

May the referee be approached prior to interview?
Yes/No circle as appropriate.

May the referee be approached prior to interview?
Yes/No circle as appropriate.

DECLARATION

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and or termination from the employer's service if I have been employed.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on as basis prohibited by law.

Signed ō ō ō ō ō ō ō ō ō ..

Date ō ō ō . /ō ō ō . /ō ō ō .



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GUIDANCE NOTES

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore important that you complete ALL sections of the application form as clearly as possible.

WHAT HAPPENS NEXT

After the closing date, short listing will be conducted by a Selection Panel, who will match your skills/experiences(s) against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete the application form.

Each application is given equal consideration. The Selection Panel treats all applicants fairly and makes no assumptions about you. We look at what you tell us on the application form.

We look forward to receiving your application. If you have not heard from PTH within six weeks of the closing date you may assume that your application has been unsuccessful.

RETURN ADDRESS:

**HR Department
PTH Group Limited
Banham Court
Hanbury Road
Stoke Prior
Bromsgrove
Worcs
B60 4JZ**

**Tel: 01527 577242
Fax 01527 832618**

Email: admin@pthgroup.co.uk

Web: www.pthgroup.co.uk