

M D Coxey & Company Ltd

25 Grosvenor Road, Wrexham, LL11 1BT

Tel: 01978 355477 Fax: 01978 358020 Web: www.mdcoxey.com e-mail: info@mdcoxey.com

M D Coxey & Company Ltd is an Equal Opportunities Employer

Please type or fill in this form in ink and BLOCK LETTERS

APPLICATION FOR EMPLOYMENT

Position Applied for:		
Full Time/Part-Time/Permanent/Temporary (delete as appropriate)		
Title	First Name(s)	Surname
Surname at Birth:	Date of Change:	Reason for Change:
Address	Telephone: Day	
	Evening	
	Mobile	
Postcode	Email	
Do you have a current driving licence? Yes / No Car / Motor Cycle / PSV		
Do you have any driving endorsements? Yes / No If yes, please give details		
Do you have the sole use of a car? Yes / No		
Please note that due to the nature of the work carried out at the Practice all employees are required to sign an "Ethical Statement of Independence, Confidentiality and Fit and Proper Status of Individuals" each year and before employment.		
Do you have any reason to believe your present or previous jobs or any other reasons might lead to a conflict of interest working at M D Coxey & Co? If yes, please provide details separately in a sealed envelope		Yes / No

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Are you eligible to work in the UK? Yes/No

In order for M D Coxey and Company Limited to meet its obligations under the Asylum & Immigration Act 1996, the company must ensure it has seen and checked one of a range of documents to show you are eligible to work in the UK. If you are invited to attend an interview you will be asked to bring with you the following suitable documents, (M D Coxey are required to check the original/s and not a copy):

- **Either** - A passport showing you are a British Citizen or have a right of abode here.
- **OR** a document giving your permanent National Insurance number and name (P45, P60 NI card or a letter from a Government Agency) AND EITHER A Birth Certificate issued in the UK or Republic of Ireland showing names of both parents, certificate of registration confirming British citizenship or a letter from the Home Office confirming residency in the UK.
- **OR** A work permit or other approval to take up employment in the UK that has been issued by "Work Permits UK?" AND EITHER a passport or other travel document endorsed to show that the holder is able to stay in the UK or a letter issued by the Home Office confirming the person is able to stay in the UK.
- **AND** – Proof of residency at current address (e.g. a copy of a recent utility bill, bank statement or official letter on letter head paper).

If you have been convicted of any criminal offences, other than spent convictions under the Rehabilitation of Offenders Act 1974, please provide details.

We wish to encourage suitably qualified disabled people, and will offer an interview to all disabled candidates who meet the essential requirements of the job role specification. Are you registered disabled? Yes / No

If you have a disability, is there anything we can do to make the application and interview process more accessible for you? Yes/No

If Yes, Please provide details (Any information provided will be treated in the strictest confidence).

Please give any dates in the near future when you will not be available for interview. No guarantee is given that interviews will be rescheduled to accommodate your non availability.

If you are invited to interview do you require any particular arrangements to be made?

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Current employment details, or most recent if currently unemployed

From (date)	Name and Address of Employer
To (date)	

Post	Salary	Notice Required
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Brief details of duties

Reason for Leaving

Previous Posts (most recent first). Please account for any gaps where you have not been in employment

Dates From	Dates To	Employer	Post	Salary	Duties	Reason for Leaving

Please give details of any work experience or voluntary work

Dates From	Dates To	Employer/Organisation	Post	Duties

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Further and Higher Education

From	To	University/College	Subjects	Results

Secondary Education

From	To	School	Examinations	Results

Member of Professional Bodies. Please state class of membership and whether obtained by examination.

Body	Membership Details	Dates

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Other Qualifications (please give details of examining body/bodies)

Supporting Information

Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Experience does not necessarily have to be work or job related. Please add any other information you feel is relevant to this application. Please continue on another sheet if necessary.

Please give details of TWO referees, one of whom should be your current or most recent or a school / college / university tutor if you are/have just left education. Neither referee should be related to you.

Referee 1

Referee 2

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Name Position Company Address How long have you known this referee? In what capacity?	Name Position Company Address How long have you known this referee? In what capacity?
May we approach before any post offer? Yes / No	May we approach before any post offer? Yes / No

Declaration/Authorisation

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

I confirm I have read and understand the contents of the form and I agree that by signing this declaration I give authorisation to M D Coxey & Co to carry out the necessary enquiries to verify the information I have given on this form. This will include employment references and enquiries with the school, college, university or other educational establishment where a qualification was gained.

To the best of my knowledge the information given on this form is correct	
Signed	Date

Please return this application form to M D Coxey and Company Limited, 25 Grosvenor Road, Wrexham, LL11 1BT