



PLEASE RETURN THIS FORM TO:

HR DEPARTMENT

22 Long Acre

Covent Garden

London

WC2E 9LY

Tel: 0207 550 5500

Email: recruitment@sogplc.com

Web address: www.servicedofficegroup.com

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE IN YOUR OWN HANDWRITING IN BLOCK CAPITAL LETTERS

Position applied for

How did you hear about the vacancy

If you have been recommended by an existing employee, please make a note of their name.

Do you have any relatives working for KGB Holdings Ltd? YES NO

If yes, who?

Date available to work

Title Mr/ Mrs / Ms / Miss / Other

Surname First names

Have you ever been known by any other name? If yes- give details

Residential address

..... Post code

Nearest Tube/ train station

Mobile number Telephone number

Email address

Date of Birth / / National Insurance Number

Are you a British subject or a National of any EU country? YES NO

If no, do you have the right to work in the UK? YES NO

Date of entry into the UK (if applicable) / /

Type of Visa Visa expiry

Do you have a valid UK driving licence: FULL / PROVISIONAL / NONE

Driving licence number:

Details of current driving endorsements

Do you own or have access to a car? YES NO

EMPLOYMENT HISTORY

Employer	Details	Dates
Name:	Job title:	From
Address:	Reporting to:	
.....	Annual Salary:	To
Telephone number:	Reason for leaving:	

Employer	Details	Dates
Name:	Job title:	From
Address:	Reporting to:	
.....	Annual Salary:	To
Telephone number:	Reason for leaving:	

Employer	Details	Dates
Name:	Job title:	From
Address:	Reporting to:	
.....	Annual Salary:	To
Telephone number:	Reason for leaving:	

Do we have permission to contact your most recent employer for a reference? YES NO

SELF EMPLOYMENT

<u>Please give Trade References, or the name and address of someone who can confirm the details (i.e, Bookkeeper, Accountant, or Companies whom you traded with)</u>	
Name:	Dates From To
Occupation:	
Address:	
.....	
Telephone number:	Reason for leaving:

EDUCATION HISTORY

Secondary School	Dates	Qualification Gained

Further Education (e.g, College, University)	Dates	Qualification Gained

Other Training Courses	Dates	Qualification Gained

HEALTH

Do you consider yourself disabled? YES NO

Are you able to carry out the physical duties that may be required within this role? YES NO

Do you smoke? YES NO

How many days absence have you had due to illness in the past three years?

If you have any specific health problems at the current time or have suffered with any major illness during the last five years, please state below. Any concealment of health related information will render any contract null and void.

NATIONALITY

Ethnic origin: Please place an **X** in the relevant box

- White- British White- European White- Other Black- African
- Black- Caribbean Black- British Black- Other Asian- Indian
- Asian-Pakistani Asian- Bangladeshi Asian- Other Chinese- British

Other- Please specify

SUPPORTING EVIDENCE

Please give any details you may feel are relevant in support of your application, including why you are interested in this role. Please use additional sheets if necessary.

Has a court or Bankruptcy Judgement ever been awarded against you? YES NO

If yes, please here

If offered a position with ourselves, will you continue to work in any other capacity? YES NO

Are there any adjustments that may be required to be made should you be invited for interview?

YES NO If yes, please state here

RECRUITMENT POLICY

It is the Company's policy to employ the best staff and provide equal opportunity for the advancement of employees including promotion and training. KGB Holdings Ltd is an equal opportunities employer. We are committed to ensuring freedom from discrimination on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, age, marital status, disability, religion, sectarian beliefs or any other form of discrimination prohibited by law.

Declaration

I confirm that the information given on this form is, to be best of my knowledge, true and complete. Any false statement, or withholding of information, may be sufficient cause for rejection or, if employed, dismissal for gross misconduct.

Signature Date

The Data Protection Act 1998 Information provided by you on this application form may be copied for use during the recruitment procedure. Once the candidate procedure is completed, the data will be stored for at least six months and then destroyed. If you are a successful candidate, this form will be held on your personnel file. HR may process this information for business purposes or in the case of an emergency. Should a claim be made against the Company, the Company may forward any such details relevant to the claim to it's insurers.

The engagement of employees is subject to the receipt of satisfactory references and medical clearance.