

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

Tax Identification No.

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Are you free to remain and take up employment in the Ghana?

Yes

No

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the Ghana?

Yes

No

If no, please give details below

Convictions/ Disqualifications

Have you ever been convicted of a criminal offence?

If yes please provide details below:

2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period

Brief description of duties:

Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period

Brief description of duties:

4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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We reserve the right to contact any of your other previous employers within the last three years.

5. Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Queens Court Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview

6. Availability

Holidays Booked:

Shifts preferred:

(please number in order of preference)

Day (usually 9.00am – 5.30pm) :

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Evening (usually 6.00pm – 10.00pm) :

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Saturday (usually 9.00am – 5.30pm) :

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Sunday (usually 10.00am – 4.00pm) :

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Minimum notice needed to work:

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Do you have any regulations on hours you can work:
