



Cyrrus Ltd Job Application Form

Please complete this job application accurately using a black pen. Give as many details as possible regarding your skills and experience relating to this vacancy. Shortlisting of applicants will be based on the information provided on this form and any accompanying documents.

Please ensure that the completed and signed form is returned before the closing date to the address shown at the end of this form.

It is not essential to enclose any supporting documents with this application form; however, we do not deter you from doing so if you feel it would assist your application. Please do not enclose any original documents such as academic certificates as we cannot guarantee that they will be returned.

Position Applied For	
Job Title	
Job Reference Number	
How did you hear about this job?	
What are your salary expectations for this job?	

Your Details	
Title	
Surname	
First Names	
Your home address	
Postcode	
<i>Contact Information</i>	
Home Telephone Number	
Work telephone number <i>(Optional)</i>	
Mobile telephone number	
Email address	
Preferred method of contact	

About you	
Do you hold a current full driving licence valid in the UK?	
Do you hold a current passport?	
Are there any restrictions regarding your right to work in the UK? <i>NOTE: Employment is conditional on provision of evidence of right to work in the UK.</i>	
Do you have any criminal convictions? <i>NOTE: If you have stated 'Yes', please give details on a separate sheet. Spent convictions under the Rehabilitation of Offenders Act 1974 are excluded.</i>	
How much notice are you required to give your current employer?	
When would you be able to commence employment with Cyrrus?	

Employment History	
<i>Please give details of employment history starting with most recent job or training.</i>	
Employment 1	
Employer Name	
Employer Address	
Job Title	
Start date	
End Date	
Duties carried out	
Reason for leaving	
Employment 2	
Employer Name	
Employer Address	
Job Title	
Start date	
End Date	
Duties carried out	
Reason for leaving	

Employment History	
Employment 3	
Employer Name	
Employer Address	
Job Title	
Start date	
End Date	
Duties carried out	
Reason for leaving	

References

Please give the names of two references from recent employment or educational establishments. References from family and friends are not acceptable.

We will only take up references for successful applicants. If you are unable to provide references at this time, you accept that any job offer is conditional on satisfactory references being provided.

Name 1	
Position	
Organisation	
Address	
Contact details	
Name 2	
Position	
Organisation	
Address	
Contact details	

Qualifications and Training			
<i>Please list any relevant qualifications, academic awards and training</i>			
Course/Subject	Award/Grade	Education Establishment Training Provider	Date of attendance or award

Experience and Skills

Please outline your skills and experience that you consider relevant to the job requirements

Other information

Please include here any additional information that you consider relevant to your job application

Declaration

By signing and dating this declaration you consent to Cyrrus Ltd keeping the information provided by you and your referees to inform the recruitment process. Information may be kept for up to one year for unsuccessful applicants. Information will be placed on the employment file of successful applicants. Information contained in this form will not be divulged to third parties without prior written consent.

Equality Act 2010: Any information contained within this form relating to equality is used for monitoring purposes only and will not form part of the application process.

The information that I have supplied in this form is accurate to the best of my knowledge

Signed

Date

Completed application form should be posted to:

Cyrrus Limited
Cyrrus House
Unit 9, Concept Business Court
Allendale Road
Thirsk
North Yorkshire
YO7 3NY

Alternatively, the completed forms emailed (preferably in PDF) to:

Email vacancies@cyrrus.co.uk

Interviews will be held at the above address unless notified otherwise.

For further information:

Tel: 01845 522585

Email vacancies@cyrrus.co.uk

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