



J. Worley Funeral Directors Ltd.  
48 Lawn Lane  
Hemel Hempstead  
Herts. HP3 9HL

careers@jworley.co.uk  
01442 253465

Please complete this form in your own handwriting and deliver to:

Mark Worley  
J. Worley Funeral Directors Ltd.  
48 Lawn Lane  
Hemel Hempstead  
Herts. HP3 9HL

*Printed copies of this form may be obtained by calling into our offices in Hemel Hempstead or Berkhamsted during office hours.*

### 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:

#### Driving Licence

Yes

No

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

## 2. Education/Qualifications

Secondary Education	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:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for Leaving:

Salary on leaving this post:

Reference available from this employer?

YES / NO

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Brief description of duties:

#### Previous employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for leaving:

Brief description of duties:



#### 4. Information in support of your application

##### **Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## 5. Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format.

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

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If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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If appointed when could you start? Give period of notice if applicable

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## References

We may seek references prior to offering the position. Please give the detail of **two** references if you are able.

Name of Referee and relationship to you:

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Address:

<b>Postcode:</b>	
<b>Email:</b>	<b>Tel:</b>

Name of Referee and relationship to you:

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Address:

<b>Postcode:</b>	
<b>Email:</b>	<b>Tel:</b>

## Declaration

### Statement to be Signed by the Applicant

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 J. Worley Funeral Directors 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 1998.

Given the nature of the job I understand that any offer of employment will be subject to satisfactory references obtained from the named referees.

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:

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