



T.H. MARCH
INSURANCE BROKERS SINCE 1887

EMPLOYMENT APPLICATION FORM

STRICTLY CONFIDENTIAL

All information contained in this application will be treated as confidential.
Please answer all questions on the application form and return to:
thmhr@thmarch.co.uk

Title: Surname: Forenames:

Position Applied For:

Branch/Department:

National Insurance Number:

Home Address:

Telephone Numbers:

Home:

Mobile:

Work:

email address:

Have you previously applied for a position within, or been employed by, this company?
If so, please give details:

Have you any relatives employed within this company? Yes No

Do you hold a current UK Driving Licence? Yes No

If UK Driving Licence held, do you have any current penalty points?
(You are only required to answer this question if driving is a requirement of the role) Yes No

How did you become aware of this vacancy?

Notice Period Required from Current Employer/Date Available for Employment:

EDUCATION & QUALIFICATIONS

(Secondary, further or higher education, professional training and membership, starting with the most recent qualification achieved)

Educational Institute or examining body	Courses taken	Qualifications Obtained and grade	Date awarded
Other Training	Courses taken	Qualifications Obtained and grade	Date awarded

Details of any Professional Qualifications or Professional Memberships, and dates Obtained.

Knowledge of Foreign Languages (Indicate ability level i.e. Basic / Working / Level).
Language

Detail experience of IT systems & packages used (e.g Outlook, Word, Excel, Powerpoint & other packages)

PRESENT EMPLOYMENT

Name and Address of Current/Most Recent Employer:

Dates From To Job Title Present Salary

Main Responsibilities and Achievements and Reasons for Leaving:

PREVIOUS EMPLOYMENT

(Starting with most recent employment)

Name and Address of Employer	Employed From To	Position Held (Give details of job title, main responsibilities and reasons for leaving)	Salary on Leaving

LEISURE ACTIVITIES/OUTSIDE INTERESTS

ADDITIONAL INFORMATION

Describe the particular qualities/talents you will bring this job and how it fits into your career plans

REFERENCES

If offered a position with this company we will take up references from your two previous employers. Please provide the following information:

- | | |
|------------|------------|
| 1. Name: | 2. Name: |
| Company: | Company: |
| Job Title: | Job Title: |
| Address: | Address: |

CONVICTIONS

Have you ever been convicted of any criminal offence that is not yet spent, other than relating to motoring convictions not dealt with by way of Summary Conviction or Fixed Penalty Notice?

(Please note that TH March & Co Ltd reserve their right to raise such enquiry as is deemed appropriate and lawful to verify your response to this answer and any other answer contained on this application form).

GDRP PRIVACY NOTICE & DECLARATION OF CONSENT

I acknowledge receipt of the Job Applicant Privacy Notice & the Declaration of Consent and I confirm that I have read them, understood and agree to them.

Yes No

DECLARATION

I hereby declare that all the information given on this form is, to the best of my knowledge, true and complete in every respect and accept that any employment is on the basis of the validity of this information.

Signed: Dated:

Please contact a member of the HR Team if you require any reasonable adjustments to be made for the interview on 01822 855555.