



Recruitment Application



First Point
www.tailoredinsurance.com

Applicant Details:

Position applied for:	
Surname:	Forename:
Mr / Mrs / Ms / Miss	Date of Birth (optional):
Address:	
Postcode:	
Home Tel:	Work Tel:
Mobile:	
Your Web Site:	Email:
National Insurance No:	

Education:

Last School:	Grade Achieved:	Started:	Finished:
Your Academic Achievements:			

6 th Form/College/University	Grade Achieved:	Started:	Finished:
Your Academic Achievements:			



Other Achievements & Leisure Interests:

Your Non-academic Achievements & Leisure Interests:

Languages:

What languages do you speak (please outline degree of competence):

Employment History (present/ last first):

Started:	Finished:	
Starting Salary:	Final/Present Salary:	
Company worked for and address:		
Nature of Business:	No. of days absent:	
Position:	Reporting To:	No. of staff responsible for:
Your responsibilities and duties:		
Your reasons for leaving:		



Employment History (2):

Started:	Finished:	
Starting Salary:	Final Salary:	
Company worked for and address:		
Nature of Business:	No. of days absent:	
Position:	Reporting To:	No. of staff responsible for:
Your responsibilities and duties:		
Your reasons for leaving:		

Employment History (3):

Started:	Finished:	
Starting Salary:	Final Salary:	
Company worked for and address:		
Nature of Business:	No. of days absent:	
Position:	Reporting To:	No. of staff responsible for:
Your responsibilities and duties:		
Your reasons for leaving:		



Employment History (4):

Started:	Finished:	
Starting Salary:	Final Salary:	
Company worked for and address:		
Nature of Business:	No. of days absent:	
Position:	Reporting To:	No. of staff responsible for:
Your responsibilities and duties:		
Your reasons for leaving:		

Employment History (continued):

Please give brief details of any other previous employment not mentioned:	
Has any disciplinary action been taken against you throughout your employment history:	Yes/No
If Yes please give full details:	
If previously employed in insurance has any professional indemnity claim been made against you:	Yes / No
If Yes please give full details:	



Employment Package Requirements:

What is your minimum salary expectation: £	When could you join us:
How did you hear about First Point?	
Please provide further details about the position you now seek:	
Preferred working hours:	Preferred working days:
Are your preferred hours and days flexible: Yes/No	

Which skill sets do you have?

1-excellent / 2-good / 3-average / 4-inexperienced / 5- no experience

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Travel Insurance
<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Commercial Insurances
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Book keeping
<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Proof Reading
<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Stocktaking
<input type="checkbox"/> Cheshire Datasystems Ltd (CDL)	<input type="checkbox"/> Purchasing
<input type="checkbox"/> Misys	<input type="checkbox"/> Outbound Sales
<input type="checkbox"/> Software Solutions Partners (SSP)	<input type="checkbox"/> Inbound Sales
<input type="checkbox"/> Sirius	<input type="checkbox"/> Other – please state
<input type="checkbox"/> Private Car Insurance	<input type="checkbox"/> Other – please state
<input type="checkbox"/> Home/ Property Insurance	<input type="checkbox"/> Other – please state
<input type="checkbox"/> Motorcycle Insurance	<input type="checkbox"/> Other – please state
<input type="checkbox"/> Commercial Vehicle Insurance	<input type="checkbox"/> Other – please state



Additional Information:

Please provide details of skills, knowledge, achievements, hobbies and interests which you feel are relevant to this application:



Personal Details:

Do you have a full car driving licence:	Yes / No
Do you have a motorcycle CBT:	Yes / No
Do you have a full motorcycle licence:	Yes / No
Do you own a car or motorcycle:	
Please provide details of any driving endorsements (in the last 5 years):	
Do you have any criminal convictions or prosecutions pending:	Yes / No
If Yes please give full details:	

Health:

Have you suffered, or do you currently suffer, from any serious illness which may affect work?	Yes / No
If Yes please give full details:	
Have you had any major operations?	Yes / No
If Yes please give full details:	
When were your eyes last tested?	
Are you a smoker:	Yes / No



Declaration:

I confirm that the details enclosed are, to the best of my knowledge, true, accurate and complete.

Signed _____ Date: _____

References:

Please provide two employment referees including one from your current or previous employer:

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Relationship: _____	Relationship: _____
How long known: _____	How long known: _____
Please tick if you do not want us to contact them before an offer is made <input type="checkbox"/>	Please tick if you do not want us to contact them before an offer is made <input type="checkbox"/>

First Point 
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Equal Opportunities Monitoring:

First Point is committed to Equal Opportunities in employment and, as part of this policy, all applicants are asked to complete the details requested. The information will be used only for the purposes of monitoring our policies and procedures and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment based upon age, nationality, disability or sexual orientation.

Please help us to achieve our aim by completing the following questions.

1. I would describe my ethnic origin as (please tick appropriate box):

- A. White British Irish
 Any other White background (please specify) _____
- B. Mixed White & Black Caribbean White & Black African
 White & Asian
 Other Mixed Background (please specify) _____
- C. Asian or Asian British Indian Pakistani Bangladeshi
 Any other Asian background (please specify) _____
- D. Black or Black British Caribbean African
 Any other Black background (please specify) _____
- E. Chinese or other ethnic group Chinese Any other Ethnicity (please specify) _____

2. Country of Birth UK Eire Other EU
 Other (please specify) _____

3. Date of Birth: ____ / ____ / ____

4. My sex is Male Female

5. Sexual Orientation Heterosexual Homosexual Bisexual

6. Do you consider yourself to have a disability: Yes No

Are you registered disabled: Yes No

If yes, please provide details _____

If you requested to attend an interview, please provide details if you require assistance _____

Thank you for taking the time to complete this form. Please be advised all information disclosed will remain strictly private and confidential.