



**Our Vision is to be recognised as a global product innovator**

**Our Mission is to design and deliver ingenious solutions**

## **CONFIDENTIAL**

*To be completed personally by Applicant*

## **APPLICATION FOR EMPLOYMENT**

**Note:** The completion of this form does not indicate that there is any obligation on Jade Software Corporation UK Limited (Jade) or Methodware UK Ltd (Methodware) to engage the applicant.

### **IMPORTANT INFORMATION**

This information is collected and held by Jade for the purpose of assessing your suitability for employment at Jade / Methodware, which may include subsequent changes in employment with Jade / Methodware. The intended recipients of the information are Jade and any subsidiary companies owned wholly or partly by Jade. The address at which the information will be held is PO Box 375, Harrogate, HG2 8XT. You have the right to access and correct the information held by Jade at any time.

:



Date of Application: .....

Position Applied For: .....

Where did you see this position first advertised? .....

**PERSONAL DETAILS**

Surname: .....

First Name: .....

Are you known by any other name?: .....

**CONTACT DETAILS**

House number & Street: .....

Suburb & town: .....

Suburb & town: .....

Home Tel: .....

Mobile Tel: .....

Email: .....

**WORK STATUS**

Are you a United Kingdom Citizen?:  
.....

If **NO**, are you legally entitled to work in the United Kingdom?: .....  
(You will be required to provide evidence of your entitlement to work in UK i.e. production of a work permit or residency papers)

If your application is successful, when could you commence employment?: .....

If you are unsuccessful, do you consent to having your details held on file for a period of three months to be assessed for suitability for any other position that may arise?: **YES** **NO**



**QUALIFICATIONS & SKILLS**

Do you have any Qualifications relevant to the position for which you are applying?

-----  
-----  
-----

Please describe any knowledge/skills/experience relevant to the position for which you are applying?

-----  
-----

**EMPLOYMENT HISTORY**

*Please note: DO NOT complete this section if you have provided a current CV, which contains all the information listed below:*

**Present or most recent employer details:**

Company: -----

Address: -----

Position: -----

Key Responsibilities: -----  
-----  
-----

Length of Service: -----

Number of hours worked per week: -----

Reason for Leaving: -----

**Next most recent employer details:**

Company: -----

Address: -----

Position: -----

Key Responsibilities: -----  
-----  
-----

Length of Service: -----

Number of hours worked per week: -----

Reason for Leaving: -----





-----  
-----  
-----

Do you have any other injury or medical condition that, now or in the future could impact on your ability to do the tasks of the job for which you are applying? **YES NO**

If yes, please provide details:

-----  
-----  
-----

**REFEREES**

**Please name at least two referees (preferably from previous employers)**

Name \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to you \_\_\_\_\_

Role / Organisation: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to you \_\_\_\_\_

Role / Organisation: \_\_\_\_\_

Contact details: \_\_\_\_\_

I consent to Jade seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to Jade for the purposes of ascertaining my suitability for the position I am applying for. I understand that the information received by Jade is supplied in confidence as evaluative material and will not be disclosed to me.

I give my consent for this information to be given: **YES NO**

\_\_\_\_\_

**(signature)**

\_\_\_\_\_

**(date)**

**DECLARATION**



I \_\_\_\_\_ (full name) declare that to the best of my knowledge the information supplied in this application and in any resume provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment may be terminated.

I understand:

1. That any offer of employment if made may be conditional on my obtaining a full medical clearance through Jade's pre-employment medical.
2. That any offer of employment, if made, is conditional on the return of a UK Basic Disclosure Check to the satisfaction of the Company. Until then, my employment will be provisional only. I will not become a permanent employee until such time as the Company has confirmed to me in writing, that it is satisfied with the UK Basic Disclosure Check.
3. That I have the right to access and correct the information held by Jade at any time.

Please sign: \_\_\_\_\_

(signature)

\_\_\_\_\_

(date)