

OFFICE USE ONLY - INTERVIEW CHECK LIST

(PLEASE USE CAPITALS THROUGHOUT)

Interview Time Interview Date

1. APPLICATION FORM

Interviewers's Comments (must be completed)

Completed in full and signed _____
Care of dependants _____
Approximate travelling distance and transport arrangements/car driver-owner _____
Civil or Criminal convictions _____
Past employment / dates / lapses _____
Education / Secondary / Further _____

2. SUITABILITY

Relevant experience _____
Appearance _____
Personality _____
Social Interests _____
Reason for applying / Expectations _____
Flexibility / Teamwork _____

3. GIVE FULL DETAILS OF: (tick boxes)

Description of job	<input type="checkbox"/>	Probation Period	<input type="checkbox"/>
Hours of Work	<input type="checkbox"/>	Appraisal	<input type="checkbox"/>
Wages rate inc. Bonus / Comm	<input type="checkbox"/>	References	<input type="checkbox"/>
Method of Payment	<input type="checkbox"/>	Health and Safety Policy	<input type="checkbox"/>
Holiday Scheme, if eligible	<input type="checkbox"/>	Training / Equal Opportunities policy	<input type="checkbox"/>
Sickness Scheme, if eligible	<input type="checkbox"/>	Required dress / appearance	<input type="checkbox"/>
Pension, if eligible	<input type="checkbox"/>	Obtain uniform size	<input type="checkbox"/>
Staff Discount	<input type="checkbox"/>	Introduction Training on and off the job	<input type="checkbox"/>

4. GENERAL COMMENTS: _____

5. RECOMMENDED ACTION

Reject Reject but hold on file Area/Depot Manager must offer job.
Complete offer letter request and send to HR asap.

Interviewed by : Name..... Signature.....

Please Record your employment details, starting with your present most recent employer. Please ensure that any previous employment with HUGHES Electrical Group

Employers FULL name and FULL address	Type of Business	DATES				Position Held and Duties	Salary/Wages		Reason for leaving/ wishing to leave
		FROM MONTH	YEAR	TO MONTH	YEAR		Start	Finish? Present	
Please account for any intervals in non-employment		Date available for employment or period of notice required by present employer				Will we be your only employer		Yes/No	
						Please give details of any holiday booked			

Name and address of schools(s) / college(s) attended	<table border="1"> <tr> <td data-bbox="762 85 874 174">Dates From</td> <td data-bbox="874 85 992 174">To</td> </tr> </table>	Dates From	To	Qualifications gained/Examinations passed
Dates From	To			
NVQ qualifications gained <u>Date</u> <u>Subject</u> <u>Level</u>	Have you ever received training as a First Aider Do you Hold a certificate in BASIC HEALTH & SAFETY Are you in the Territorial Army or a Special Constable	Yes/No If yes give date(s) Yes/No If yes give date(s) Yes/No		
Public positions held (including dates)	Hobbies and interests			

Please give details of two referees one of which must be your present employer/school/college
 Personal references are not accepted.

Name		
Company Name		
Address		
Telephone No.		
Position		

No Reference will be taken up with your present employer prior to your acceptance of an offer of employment with the Company

Further information: is there anything you wish to add which may further your application (add sheet if necessary)

TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE STATEMENTS ARE TRUE AND I UNDERSTAND THAT WITHHOLDING OR MISSTATING THE FACTS CALLED FOR MAY BE CAUSE OF REFUSAL OR TERMINATION OF EMPLOYMENT WITH THE COMPANY.

SIGNATURE..... DATE.....