

**FOR ADMINISTRATIVE PURPOSES**  
**Interviewer's Report**

Interviewed by:

Comments:

If driving is a requirement of the position applied for, driving license checked: Yes/No (Copy attached)

**Reference Details**



## Employment

Please complete if you have undertaken any Saturday / holiday employment

Present / most recent employer:

From:

To:

Address:

Job Title:

Main duties / responsibilities:

What was the best and worst aspect about this job?

Present / most recent employer:

From:

To:

Address:

Job Title:

Main duties / responsibilities:

What was the best and worst aspect about this job?

Voluntary Experience / Clubs and Societies

Please tell us about any voluntary work you have undertaken. It will also be helpful for us to know about any clubs or societies you have been involved with.

## Interests & Hobbies

What do you like to do in your spare time?

Why do you want to work at Busseys?

What area of work most interests you, e.g: bodyshop, mechanic, administration, etc.

## Health

NB: You may be required to attend medical examinations during your employment with us.  
Is there anything concerning your medical history or state of health that we should know about?

Are you prepared to complete a Health Questionnaire?

How many days absence have you had from school during the last year? day(s)

Do you give permission to verify your attendance record with your school. Yes / No

Do you have any disability which may affect your application? Yes / No

Would you require any adaptations made in order for you to do your job Yes / No

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act).

Yes / No

## References

Please give the names, occupations and addresses of two referees. One of the referees should be some one from school who knows you well.

Name .....

Address.....

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Occupation.....

Telephone No .....

Name.....

Address.....

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Occupation.....

Telephone No.....

I confirm that the information given on this form is to the best of my knowledge, true and complete. I understand that any false statement may be sufficient cause for rejection or if employed, dismissal.

Signature:

Date: