



# Application for employment

The completion of this form is a required and important part of our procedure in the selection of our consulting staff. It will furnish much of the information needed to determine whether you have the potential to become a successful member of our firm. Accordingly, we request that you fill it in carefully and thoughtfully.

## Personal information

**Name:**

.....

**Address:**

.....

.....

.....

**Telephone:**

**Home:** .....

**Mobile:**.....

**Business:** .....

**May we call you at work? ....**

**Email:**

.....

## Why do you want to work for Fenwick Software?

Tell us why you want this job and what contributions you think you can make to the firm.

.....

.....

.....

.....

.....

.....



**Scholarships:**

.....  
.....

**Extra Curricular Activities (indicate extent and offices held, if any):**

.....  
.....  
.....  
.....

**Jobs Held whilst Studying:**

.....  
.....  
.....  
.....

**Other Training Courses Undertaken:**

.....  
.....  
.....  
.....  
.....  
.....

**References**

If presently employed, have you given formal termination notice to your employer? ....

May we make enquiries to your present employer? .....

Former employers? .....

Give the names, positions and telephone numbers of three persons who have a direct knowledge of your experience and ability.

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Work Experience**

Please give the following information concerning your work experience on separate sheets and attach to this form:

**Current Position**

- 1. Describe the main duties and responsibilities of your job.
- 2. Explain why you wish to leave.
- 3. What was the date and amount of your last salary increase?

**Specific (as to each of your jobs, beginning with the most recent)**

- 1. Dates of employment (month and year).
- 2. Name and address of employer.
- 3. Your title.
- 4. Name and title of immediate supervisor.
- 5. How the job was obtained.
- 6. Starting and final salary.
- 7. Reasons for leaving.

**General**

- 1. Describe briefly your major contributions and achievements.
- 2. Outline the extent to which your work experience has involved problem solving.
- 3. What new ideas or creative thinking have you been able to demonstrate in your jobs (Give specific examples).
- 4. Describe the nature and extent of your experience in writing reports.
- 5. Describe the nature and extent of your experience in public speaking and oral presentations.
- 6. List the software packages you have used.
- 7. List the programming environments in which you are proficient.

## General Information

List any relevant past and present memberships in clubs or business or professional organisations and the extent of your activities in each.

.....  
.....  
.....  
.....

Articles and Books Published:

.....  
.....  
.....

Participation in Community Activities:

.....  
.....  
.....

How do you spend your Leisure Time?

.....  
.....  
.....  
.....

Describe the Nature and Extent of your Reading, including your Technical Reading:

.....  
.....  
.....  
.....  
.....

Date: .....

Signature: .....