

richard williams

CONTEMPORARY FURNITURE



I am currently looking for a new member to join my furniture making team, working from our rural workshop near Beaconsfield in Buckinghamshire.

As you will have seen from the website, we work on a wide variety of projects, ranging from small intricate boxes and fine freestanding furniture, to multiple rooms in new and refurbished properties. Whatever the project, the standard of cabinetmaking is always unerringly high, and this is how we maintain the reputation we have built over the last twenty seven years.

A successful applicant for this position would possess a full range of furniture making and wood machining skills, with knowledge and experience of hot-press veneering, laminating, and working on site installations. He or she would have some years' experience of utilising these in a commercial environment, and should also be confident in assuming a senior position within an existing team.

If you fit this description, please write to me with a covering letter, your CV, and a completed Application Form. I will respond promptly and, if your application is of interest, I will invite you to attend an interview at the workshop to discuss the position further.

The rate of pay for the position is negotiable, depending on the skills and experience of the applicant.

Please do not hesitate to call or email if you would like any further information before making your application.

Many thanks,

Richard Williams

Richard Williams

richard williams

CONTEMPORARY FURNITURE

APPLICATION FORM

POSITION APPLIED FOR: Furniture Maker

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS)

Surname: _____

First name: _____

Address: _____

Postcode: _____

Home telephone number: _____

Mobile telephone number: _____

Email address: _____

Website/Blog: _____

Full Driving Licence: **Yes / No** Endorsements: **Yes / No**

If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

richard william

CONTEMPORARY FURNITURE

Are you willing to work overtime and weekends if required?

Yes / No

Please give details of any hours which you would not wish to work:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?)

Yes / No

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?

Yes / No

Have you ever worked for this Company before?

Yes / No

If YES, please give full details:

Have you applied for employment with this business before?

Yes / No

Do you need a work permit to take up employment in the U.K.?

Yes / No

How much notice are you required to give to your current employer?

richard williams

CONTEMPORARY FURNITURE

Education

| Schools attended since age 11 | From | To | Examinations and Results |
|--|------|---------|--------------------------|
| | | | |
| College or University | From | To | Courses and Results |
| | | | |
| Further Formal Training | From | To | Diploma/Qualification |
| | | | |
| Job related Training Courses Name of Organisation | Date | Subject | |
| | | | |

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

richard williams

CONTEMPORARY FURNITURE

Employment Details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|------------------------------|-------|---------------------------|--------------------|
| | | | |

Present or Last Employer

Are you currently employed?

Yes / No

Name of present or last employer:

Address:

Telephone number:

Nature of business:

Job title & brief description of duties:

Reason for leaving:

Length of service:

From: _____ To: _____

richard williams

CONTEMPORARY FURNITURE

Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

Supplementary Information

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths etc. Please also feel free to attach further information/photographs to this application if you wish.

richard williams

CONTEMPORARY FURNITURE

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: _____

PRINTED: _____

Date: _____

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

| | |
|-----------|-----------|
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| | |
| | |
| | |
| Tel. No: | Tel. No: |

Source of Application

How did you hear of this vacancy? _____
