

Pre Employment Screening Form

Please complete in full and return to the address provided.
The contents of this form will remain confidential to the Occupational Health Department and will not be disclosed to anyone else without your consent.

Date You Completed This Form	
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1. Post Applied for.

School, College or University			
Job Title		Start Date	
Hours per. Week		Post Number	
Recruiting Manager		Recruitment & HR Admin Co.	

2. Personal Details.

Surname		Dr/Mr/Miss/Mrs	
Forenames		Date of Birth	
Home Address		Telephone	
Postcode		Mobile	
Email			

3. Past work History.

Please list your previous jobs together with information about any special hazards.
(Continue on a separate sheet of paper, if necessary.)

From	To	Job Description	Hazard

How many days of sickness absence from work or study have you had in the last 2 years?	
Details.	

What is your height? _____

What is your weight? _____

Management referral to Occupational Health Service



4. Medical History.

Please answer the following questions fully, using the additional space at the end if necessary.	Yes	No	Details
Do you need any special aids or adaptations to help you at work?			
Do you suffer from any condition that requires medication? Please list all medication.			
Do you have any allergies?			
Have you ever suffered with:			
Epilepsy, dizziness or blackouts?			
Skin disease e.g. eczema, dermatitis or skin allergies?			
Chest disease, e.g. bronchitis, asthma?			
Back deformity, injury or back pain?			
Problems with your hands, arms, legs or feet, which affect mobility?			
Sensory problems including deafness, visual problems or colour blindness?			
Psychological problems e.g. depression, anxiety, alcohol or drug dependency?			

Additional Information

I declare that the foregoing statements are true and complete to the best of my knowledge and belief. I am aware that any false statements may affect my application and future employment.

Signature _____ **Date** _____

Please email the completed document password protected to: contact@totalhealthworks.co.uk

Alternatively post to Total Health Works, Kemp House, 160 City Road, London EC1V 2NX

Got a question? Please call on 01225 471449