

APPLICATION FOR EMPLOYMENT STRICTLY CONFIDENTIAL

Please complete all sections clearly, accurately and honestly. If a section does not apply write N/A.

Position Applied for _____ Full Time Part Time
 In response to Advertisement Agency Personal approach Other _____
 Salary Expectation £ _____

1. Personal Details

Surname: _____ Forename(s): _____
 Title: _____ Marital Status: _____
 Address: _____ Telephone Number (include STD code) _____
 Private: _____
 Business: _____
 Mobile: _____
 Postcode: _____ E-mail: _____
 Do you own a car? Yes No
 Do you have a current driving licence? Provisional UK Full UK HGV UK Other _____
 Have you any current endorsements? (please give details) _____

2. Education & Qualifications

Please give details of all examinations taken, including dates and grades, as appropriate.

| Establishment attended: (Schools/College/University) | Dates | | Qualification(s) obtained - grade/level |
|---|-------|----|---|
| | From | To | |
| | | | |

Note: We may require sight of original certificates detailing educational & professional qualifications prior to confirming an offer of employment.

(Please continue on a separate sheet, if necessary)

9. Supplementary Information (continued)

Do you have any criminal convictions NOT regarded as being spent under the Rehabilitation of Offenders Act 1974?

Yes No If yes, please give conviction(s) and date(s): _____

Were you in the Armed Forces? Yes No If yes, which branch? _____

Dates of duties: (if applicable) From: _____ To: _____

Do you have a Visa or Entry clearance certificate? Yes No

Do you require a UK work or residence permit? Yes No

If yes, please state type _____

Permit No. _____

Expiry date _____

Please note you will be required to provide evidence of your eligibility to work and reside within the UK, under the requirements of Section 8 of the Asylum & Immigration Act 1996.

Have you previously applied to us? Yes No

Date of application: _____

Have you previously worked for us? Yes No

If offered this position, please confirm if you will continue to work (paid or otherwise) in any other capacity? Yes No

If yes, please give details: _____

Have you relatives working for us? Yes No

If yes, please give names & relationships _____

If successful, when would you be able to take up employment? _____

If you have any holiday commitments for this year, please give dates: _____

10. Recruitment and Equal Opportunity Statement

It is the company's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of all, as detailed in the company's Equal Opportunities Policy - a copy of which can be supplied on request.

11. Data Protection Statement

The information provided on this form, and that obtained from other relevant sources, will be used in a confidential manner to process your application for employment and to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process and, if appropriate check the information collected, with third parties or with other information held by us.

By signing this application form, you are agreeing to the processing of sensitive personal data, as described above, in accordance with the Data Protection Act 1998 and our registration with the Data Registrar.

12. Declaration

- I declare that all of the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that my application may be rejected, and/or, that I may be dismissed if I have given false information or not provided relevant details.
- I explicitly consent to the use of this information as outlined above.

Signature: _____ Date: _____

Print Name: _____

As part of our recruitment procedures the details of unsuccessful candidates will be retained and may be referred to in the event that another suitable vacancy arises in the future. If you do not wish to be considered for other vacancies please tick this box.

Smoking is not permitted on company premises.

