

**APPLICATION FOR EMPLOYMENT****PERSONAL DETAILS**

Surname:	First name(s):
Known as:	Mr / Mrs / Miss/ Ms:
Address:	
Postcode:	Tel. No. Home:
Tel. No. Work:	Mobile tel. No:
Email address:	
Best time to contact you: (am /pm/ evening - please state time)	

**VACANCY DETAILS**

Position applied for:			
Prepared to work:	Full time	Part time	Shifts
Have you any relatives working for us?	YES/NO	State who:	
Have you previously worked for us?	YES/NO	State when:	
Period of leaving notice required by present employer:			

**LICENCES**

Do you own your own car?	YES/NO	Have your own transport?	YES/NO
Do you have a current driving licence?	YES/NO	Provisional/Full	
Do you hold a current HGV licence?	YES/NO	Specify level:	
Are you qualified to drive:			
Fork Lift Truck:	YES/NO	Reach Truck:	YES/NO
		Counter balance truck:	YES/NO

**LANGUAGES**

Can you speak or read more than one language relevant to your application?	YES/NO
Give details:	

Directors: P.R. Dawson, Ph.D. (Chairman,) S.J.Winterbottom, (Managing Director) F.M Gawthrop, Ph.D. D.Barr.

**EDUCATION/QUALIFICATIONS**

Schools/Colleges attended	From To	Qualifications attained

**PROFESSIONAL MEMBERSHIPS**

Detail membership of any professional organisations:

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**EMPLOYMENT DETAILS**

Present/last employer name & address	From To	Job title & final salary	Reason for leaving	Duties

Directors: P.R. Dawson, Ph.D. (Chairman,) S.J.Winterbottom, (Managing Director) F.M Gawthrop, Ph.D. D.Barr.

Previous employer name & address	From To	Job title & final salary	Reason for leaving	Duties

(Please continue on a separate sheet of paper if necessary)

#### REFERENCES

Please give details of two referees you have worked for, one of which must be your current/most recent employer.

Name of Organisation	Name of Organisation
Name of Referee	Name of Referee
Job Title	Job Title
Address	Address
Postcode	Postcode
Telephone no.	Telephone no.
E-mail	E-mail
Can we contact prior to interview? YES/NO	Can we contact prior to interview? YES/NO

#### DECLARATION

The facts declared in this application for employment are, to the best of my knowledge, true.

Signature:

Date:

Directors: P.R. Dawson, Ph.D. (Chairman,) S.J.Winterbottom, (Managing Director) F.M Gawthrop, Ph.D. D.Barr.

## APPLICATION FOR EMPLOYMENT

This page of our application form is to be completed and returned by the applicant to the recruiting manager in strictest confidence, along with supporting documentation. It is not permissible for any of the information on this sheet to be transferred to another form of record or used by any department.

### PERSONAL DETAILS

SURNAME:	FIRST NAMES:
MR / MRS / MISS / MS:	DATE OF BIRTH: (DD/MM/YY)

### DISABILITIES

Do you have any disabilities of which we should be aware with a view to providing you with assistance/workplace adjustment in the event of joining the Company? If yes, please detail: YES / NO

Are you registered disabled: YES / NO  
If yes, registered number

### CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?	YES / NO
(Declaration subject to the Rehabilitation of Offenders Act):	

### RIGHT TO WORK

Do you require a work permit? YES / NO

Are you entitled to work in the UK? YES / NO

Are you entitled to work in the UK? YES / NO. If attending interview please bring with you an original of one of the following: NI Card AND P45, a British birth certificate, UK passport, European Economic Area passport or other relevant document, to allow a photocopy to be taken.

**FOR OFFICE USE ONLY**

The following document was checked and copied for file.

Signed: .....

Job Title: .....

Directors: P.R. Dawson, Ph.D. (Chairman,) S.J.Winterbottom, (Managing Director) F.M Gawthrop, Ph.D. D.Barr.