EMPLOYMENT APPLICATION FORM

PRIVATE AND CONFIDENTIAL

Please return this form to: Paul Hewitt; at the address below

PLEASE PRINT CLEARLY IN BLACK INK

ANSWER ALL QUESTIONS HONESTLY AND TRUTHFULLY

READ THE DECLARATION, DATA PROTECTION AND VOLUNTARY INFORMATION

SIGN AND DATE THE FORM

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from this form, read in conjunction with the persons specification. You will be advised of the outcome of your application in writing.

■ POSITION APPLIED FOR			
Salary sought?		£	
Where did you hear of this position?			
When would you be available to commence employment?			
Have you ever previously worked for us? If offered this position, will you continue to have any other employment			
or business interests?			
Are there any restrictions (restrictive covenants) from your current/ previous employer which will affect your ability to work for us?			
	1		
■ PERSONAL DETAILS			
Title			
Forename			
Surname			
Home address			
Postcode			
Telephone number	Day:	Evening:	Mobile:
E-mail (where possible)			
Work telephone number (optional)			

eligibility to work in the UK, namely your passport, ID card or other re	to attend an interview, you must bring with you the following items of evidence of your elevant travel document or, if none of these are available, two separate documents such Insurance Number, such as a P45, P46, P60 or a payslip. Any offer of employment will
be withdrawn or revoked unless such evidence has been produced.	
Are you eligible for employment, in accordance with the ab	pove Act?
Do you have proof of eligibility to work in the UK?	
Do you require a Work Permit to work in the UK?	
If so, please give Work Permit number	
Do you need to register under the Workers Registration So	cheme?
ADDITIONAL PERSONAL DETAILS	
Are you generally in good health?	
If NO, please give general details	
Are you currently receiving medical treatment?	
If YES, please give details	
Please give details of any sickness absence from work during the last two years	
Do you consider yourself disabled?	
Do you have a current driving licence?	
Do you have the use of a car?	

CRIMINAL RECORDS DISCLOSURE

Calder Coating Ltd Have you ever been convicted of an offence which is not regarded as "spent" under the Rehabilitation of Offenders Act 1974? If applicable, do you consent to the Company requesting an appropriate disclosure from the Criminal Records Bureau (CRB) to obtain a certificate of any criminal records you may have? REFERENCES

	eferees (not relatives or friends), which should preferably be previous blication. All offers of employment are subject to satisfactory references.
Reference 1 Name	
Address	
Telephone	
Occupation	
Capacity known to you	
Reference 2 Name	
Address	
Telephone	
Occupation	
Capacity known to you	
Have you any objection to these references being obtained prior to interview?	

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so.

■ EMPLOYMENT			
HISTORY			
Name and address of present/ most recent employer			
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			
Reason for leaving			
Name and address of previous employer			
Type of business		Job title	
Starting salary	£	Leaving salary	£
Temporary/permanent position		Full/part time position	
Describe your key duties/ responsibilities			

Reason for leaving					
Name and address of previous employer					
Type of business			Job title		
Starting salary	£		Leaving salar	ry	£
Temporary/permanent position			Full/part time	position	
Describe your key duties/ responsibilities					
Reason for leaving					
# PROFESSIONAL Q	PROFESSIONAL QUALIFICATIONS / TRAINING				
Establishment/Organisation/Co	ourse	Date:		Level Gained:	
EDUCATION / QUA	LIFICAT	ΓΙΟΝ			
Please give details of your education and, qualifications.					
School/Establishment/Organisa	ation:	Subject:		Qualifications an	d grades obtained:

Calder Coating Ltd			
SKILLS AND EXPERIENCE	E		
	ntinue on a separate sheet if necess	previous positions and how it would enable you to sary) or activities outside of work that you feel are	
■ INTERESTS AND OTHER	RELEVANT INFORMATION		
Give details of any leisure interests/hobbie your application.	es you have and/or any further inform	nation which you think may assist us in considering	

Calder Coating Ltd **DECLARATION** I declare to the best of my knowledge and belief, the details I have given on this form (including any Medical questionnaire) and at interview are correct and that any misrepresentation, false, misleading or inaccurate information given by me will be sufficient grounds for dismissal without notice if I am employed. I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company. I give permission for my referees as stated above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a medical report. **DATA PROTECTION ACT 1998** I understand that the Company needs to collect and use certain types of information about employees in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and, if appointed, will be used as part of my personnel records. I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time. I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability, these will be used solely for internal monitoring and will not be disclosed to any third party.

Dated

Signed

We are an equal opportunities employer.