

APPLICATION FOR EMPLOYMENT

PURPOSE OF THIS FORM - Is for us to know as much as possible about you so that the Company's needs can be matched with your particular talents and expectations. Please complete this form carefully. It is an important part of our selection procedure and will help us make the best use of any interview that may follow.

PERSONAL DETAILS	
SURNAME	PRESENT ADDRESS
FORENAME (S)	
POSITION APPLIED FOR	HOME TELEPHONE NUMBER
	MOBILE TELEPHONE NUMBER

TRANSPORT	
Do you hold a current driving licence?	YES/NO
What type of licence to you hold?	
Date of expiry of licence(s)	
Have you ever had your licence revoked?	YES/NO
Number of penalty points (if any) endorsed:	

WORK PERMITS	
A work permit is required by all non-EC citizens and Commonwealth citizens without a right of abode or settled status.	
Do you require a work permit	YES/NO

REHABILITATION OF OFFENDERS ACT 1974	
Have you been convicted of a criminal offence which is not 'spent' or exempted under the terms of the Rehabilitation of Offenders Act 1974?	YES/NO
If 'Yes' please give details	

MEDICAL HISTORY	
Do you have any medical condition or disability which may require any special facilities or support at work?	YES/NO

If 'Yes' please give details	
Is there any type of work that you are not able to do for medical/health reasons.	YES/NO
If 'Yes' please give details	
To the best of your knowledge are you fit to perform the duties involved in the position applied for?	YES/NO
Would you be willing to undergo a medical examination should it be deemed necessary for your employment?	YES/NO

EDUCATIONAL ACHIEVEMENTS

Dates		Subjects Studied	Qualifications Obtained	Result Grade
From	To			

TRAINING (Please give details of relevant training undertaken)

Dates		Course Details/Types of Training	Qualifications Obtained
From	To		

EMPLOYMENT DETAILS

Present or most recent Work Experience	Employed From	Employed To

Full name and address of Employer	Main Responsibilities/Duties
Job Title	Salary
Notice Required	Reason for leaving/applying for this position

Any offer of employment will be subject to receipt of a satisfactory reference from your present/last employer.

PAST EMPLOYMENT OVER LAST 5 YEARS

IF NECESSARY PLEASE CONTINUE ON SEPARATE SHEET

Position	From	To
Name and address	Main Duties	
Nature of Business	Reason for Leaving	

Position	From	To
Name and address	Main Duties	
Nature of Business	Reason for Leaving	

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Name and address	Main Duties	
Nature of Business	Reason for Leaving	

FURTHER INFORMATION

Please detail in this section any information you would like to give in support of your application. Attach additional sheets if required.

REFERENCES

Any offer of employment will be subject to receipt of satisfactory references covering your activities over the last three years. The first reference will be sought from your present employer as previously mentioned. Please provide full names and addresses of two other referees from your previous employers. If you have NOT been employed, please give details of two individuals (other than family) who may be contacted for a character reference.

Name
Address

Name
Address

DECLARATION

I confirm that to the best of my knowledge the information given on this form, and any CV provided, is complete, truthful and accurate. I understand that any offer of employment will be subject to satisfactory references. **Any misleading statement or deliberate omission will disqualify this application and lead to dismissal if employed.**

Applicants
Signature _____ Date _____

DATA PROTECTION ACT 1998

Information provided by this application form will be used by us to assess your suitability for employment with us, for future recruitment and other related HR purposes only.

Please return to:

**HR Department, Tanvic Group, 96 Appleton Gate, Newark on Trent,
Nottinghamshire NG24 1LS.**