

**APPLICATION FOR EMPLOYMENT
PRIVATE & CONFIDENTIAL**



Please complete all sections of this form carefully following the instructions, in your own handwriting, in black ink. You should take care to provide as much information as possible which is relevant to the skills and experience specified. Please give examples, wherever possible to illustrate your suitability for the position applied for.

Personal Information (Please use capitals for this section)

Surname: _____	Title: _____	(Mr/Mrs/Miss/Ms/Other)
Forename (s): _____		
Address: _____		

_____	Post Code: _____	
Tel: (Home) _____	Tel: (Mobile) _____	
National Insurance No: _____	Email: _____	

Education and Work Related Skills Please use an additional sheet if necessary.

Please give details of your education and qualifications obtained coupled with any work related skills you hold (ie. Fork Lift Truck license) starting with the most recent educational establishment attended.
(Original certificates will need to be viewed)

Name and address of place of study	Dates attended <i>(Please indicate full or part time)</i>	Subject(s)	Qualifications/grade obtained
Current/Most Recent Education first:			

Employment History Please use an additional sheet if necessary.

Please give details of your employment history, starting with your current or most recent employer. Please account for any gaps in your employment history. If you have not worked before or if you have been out of work for some time, use this space to describe how you have gained the relevant experience for your application.

Employers' name, address, and type of business	Period of Employment Month/year	Job Title, main duties and responsibilities (Indicate Full or Part-time)	Reason for leaving/Salary at time of leaving employment
Current/Most Recent Employer first:			Present/Most Recent Salary first:

General

Should the job require it will you:		
Travel	Yes	No
Work overtime	Yes	No
Work shifts	Yes	No
How much notice would your current employer need?	_____	
Please indicate if you are a member of the TA/Reserve Forces?	Yes	No
If yes, please give details if you are in active service	_____	

Other Details

Driving

Do you have a full and current driving licence valid in the UK? **Yes** **No**
Vehicle Owner? **Yes** **No**

Type of licenses held _____

Criminal Convictions

Do you have any criminal convictions, which are not considered "spent"? **Yes** **No**
If yes please give full details on a separate sheet

Absence

How many days absence in the last 12 months? _____

How many occasions of absence in the last 12 months? _____

Dates of holiday commitments for the next 12 months _____

Conduct

Have you ever been subject to Disciplinary Action in the Workplace? **Yes** **No**
If yes please give full details on a separate sheet

Have you ever been dismissed from employment other than due to redundancy? **Yes** **No**
If yes please give full details on a separate sheet

Work Permits

Are you required to have a UK work visa/permit? **Yes** **No**

If yes, please give details including the expiry date of any current visa/permit _____

References

Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage we may apply for a reference. Any offer of employment made will be subject to the receipt of references, which are satisfactory to the Company.

Name: _____

Name: _____

Position: _____

Position: _____

Organisation: _____

Organisation: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email _____

Email _____

Capacity in which known to you: _____

Capacity in which known to you: _____

Further Information

Please make use of this section to give further information, which you consider appropriate in support of your application. Training courses and dates attended may also be included in this section. *(Please continue on a separate sheet if required)*

Declaration

I **certify**, that to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may disqualify me from appointment or may render me liable to dismissal without notice.

We take our obligations in regard to data protection seriously, more information can be found on our website.

I also consent to the information provided on my application being stored on a manual and/or computerised filing system in line with the General Data Protection Regulations (GDPR).

Signed:

Date:

Please return this form, marked Private and Confidential to:

Human Resources, Hadleigh Park, Grindley Lane, Blythe Bridge, Stoke on Trent, Staffordshire, ST11 9LW

Please ensure that you attach your completed Equal Opportunities Monitoring Form



Equal Opportunities Monitoring Form

Name _____

The Hadleigh Timber Group and its associated companies are committed to the successful development of an equal opportunity policy in relation to the recruitment and selection of staff. To assist in the implementation and monitoring of this policy, applicants for posts with the Firm are asked to provide the information below.

This document will be kept separate from your Application Form. The information you provide will be treated in the strictest confidence in accordance with the requirements of the General Data Protection Regulations and will not be available to interviewers on any appointment panel.

Where did you first hear of this vacancy?.....

1. Ethnic Origin: (please choose an Ethnic Group and indicate your cultural background)

WHITE	British: English Scottish Welsh Irish Other White, please indicate _____
MIXED	White & Black Caribbean White & Asian White & Black African Other Mixed, please indicate _____
ASIAN Asian British, English, Scottish or Welsh	Indian Pakistani Bangladeshi Other Asian, please indicate _____
BLACK Black British, English, Scottish or Welsh	Caribbean African Other Black, please indicate _____
CHINESE Chinese British, English, Scottish, Welsh or other ethnic group	Chinese Other Asian, please indicate _____
	Do not wish to state ethnic origin

2. Gender: (please tick appropriate box)

Male Female

3. Date of Birth: _____

4. Age: (please tick appropriate box)

16-19 20-29 30-39 40-49 50-59 60+

5. Disability: Do you have a physical or mental impairment which you consider has a "substantial and long term adverse effect on your ability to carry out normal day-to-day activities", as described under the terms of the Equality Act 2010? YES/NO
If yes, please explain how (if at all) it could affect your performance at work.

.....
Would the provision of any aids or modification assist you in carrying out the duties of this post? YES/NO
If yes, please explain:

.....

6. Language: Do you speak any other languages, if so please state: