

**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 Details (please use capitals for this section):			
Title		Surname	
Forename(s)			
Home Address			
		Postcode	
Telephone Number		Mobile Number	
Email address			
National Insurance Number			

Education and Work Related Skills:			
Please give details of your education and qualifications obtained coupled with any work related skills you hold (ie. Fork Lift Truck licence) starting with the most recent educational establishment attended. (Original certificates will need to be viewed). <i>Please use an additional sheet if necessary.</i>			
Name and address of place of study	Dates attended (Please indicate full or part time)	Subject(s)	Qualifications/ grade obtained
Current/ most recent Education first:			

Employment History:

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. *Please use an additional sheet if necessary.*

Employers' name, address, and type of business	Start Date	Leave Date	Job Title, main duties and responsibilities (Indicate Full/ Part time)	Reason for leaving/ Salary
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?		
Are you a member of the TA/ Reserve Forces?	Yes	No
If yes, please give details if you are in active service		

Driving:		
Do you have a full and current driving licence valid in the UK?	Yes	No
Vehicle Owner?	Yes	No
Type of license(s) held		

Criminal Convictions:		
Do you have any criminal convictions, which are not considered "spent"?	Yes	No
<i>If yes please give full details on a separate sheet</i>		

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

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 use an additional sheet if necessary.

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	
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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 Equality And Diversity Monitoring Form

EQUALITY AND DIVERSITY MONITORING FORM

The Hadleigh Timber Group and its associated companies wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

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.

ETHNICITY			
Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.			
WHITE	English	Welsh	Irish
	Scottish	Northern Irish	Gypsy or Irish Traveller
	British		
ASIAN/ ASIAN BRITISH	Indian	Pakistani	Bangladeshi
	Chinese		
BLACK/ AFRICAN/ CARIBBEAN/ BLACK BRITISH	African	Caribbean	
MIXED/ MULTIPLE ETHNIC GROUPS	White and Black Caribbean	White and Black African	White and Asian
OTHER, PLEASE STATE			
I DO NOT WISH TO STATE ETHNIC ORIGIN			
RELIGION OR BELIEF	No religion or belief	Buddhist	Christian
	Hindu	Jewish	Muslim
	Sikh	Prefer not to say	
	Other, please indicate _____		
CARING RESPONSIBILITIES	None	Primary carer of a child/children (under 18)	
	Primary carer of disabled child/children	Secondary carer (another person carries out the main caring role)	
	Primary carer of disabled adult (18 and over)	Primary carer of older person	
	Prefer not to say		
GENDER	Man	Woman	Intersex
	Non-binary	Prefer not to say	
	If you prefer to use your own term, please specify here _____		
DATE OF BIRTH			
AGE	16-19	20-29	30-39
	40-49	50-59	60+

THANK YOU FOR YOUR ASSISTANCE