Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application.

***GUIDELINES***

Applicants will be treated in the same way whether they are external or internal candidates.

***POSITION APPLIED FOR***

|  |  |
| --- | --- |
| **Job Title** |  |

***1 APPLICANT’S DETAILS***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Surname** | | **First Name** | |
|  |  | |  | |
| **Home Address** | | | | |
|  | | | | |
| **Post Code** | | | |  |
| **Telephone Numbers including full STD Code** | | | | |
| **Home** | |  | | |
| **Work** | |  | | |
| **Mobile *(where possible)*** | |  | | |

|  |  |
| --- | --- |
| **E-mail Address *(where possible)*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you hold a current driving licence?** | YES/NO | **Do you hold a current CSCS card?** | YES/NO |

|  |  |  |
| --- | --- | --- |
| **Is there anything concerning your medical history or state of health that is relevant to your application?** | YES/NO | If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed |

|  |  |  |
| --- | --- | --- |
| **Are there any restrictions regarding your employment?**  **e.g. Do you require a Work Permit?** | YES/NO | If you answer Yes please supply details on a separate sheet of paper |

|  |  |
| --- | --- |
| **How much notice do you need to give to your current employer?** |  |

***2 EMPLOYMENT RECORD***

Please start with your most recent employment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Current/Most Recent Employer** | | | | | |
| **Company Name** | |  | | | | |
| **Address** | |  | | | | |
| **Job Title** | |  | **From** |  | **To** |  |
| **Reason for leaving/ changing** | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2** | **Previous Employer** | | | | | |
| **Company Name** | |  | | | | |
| **Address** | |  | | | | |
| **Job Title** | |  | **From** |  | **To** |  |
| **Reason for leaving/ changing** | |  | | | | |
| **3** | **Previous Employer** | | | | | |
| **Company Name** | |  | | | | |
| **Address** | |  | | | | |
| **Job Title** | |  | **From** |  | **To** |  |
| **Reason for leaving/ changing** | |  | | | | |

***3 EDUCATION***

Please tell us about your education and any qualifications which you feel are relevant to the post. Please include relevant courses which you are currently undertaking. Please start with the most recent. Continue on additional sheets if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School/College/ University/Training Body** | **Subject Studied** | **Qualification/Level** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***4 TRAINING/LICENCES***

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post. Continue on additional sheets if required.

|  |  |
| --- | --- |
| **Training Course/Plant Operator Licences** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |

***5 REFERENCES***

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up if successful. Testimonials or references from friends and relatives are not acceptable.

|  |  |  |
| --- | --- | --- |
| **1** | **Referee** | |
| **Name** | |  |
| **Position** | |  |
| **Organisation** | |  |
| **Address** | |  |
| **Telephone Number including STD** | |  |

|  |  |  |
| --- | --- | --- |
| **2** | **Referee** | |
| **Name** | |  |
| **Position** | |  |
| **Organisation** | |  |
| **Address** | |  |
| **Telephone Number including STD** | |  |

***6 CRIMINAL CONVICTIONS***

|  |  |  |
| --- | --- | --- |
| **Do you have any criminal convictions?** | YES/NO | If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974. |

***7 DECLARATION AND SIGNATURE***

|  |  |  |  |
| --- | --- | --- | --- |
| The information supplied in this application form is accurate and to the best of my knowledge. | | | |
| Signed |  | Date |  |

By signing and returning this application form you consent to Hobson & Porter Limited using and keeping information about you, provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for twelve months. 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 part.

***THANK YOU FOR TAKING YOUR TIME IN COMPLETING THIS FORM***