

CNC Speedwell Ltd

260 Lichfield Road, Brownhills, Staffordshire, WS8 6LH
Tel: +44 (0)1543 363880 Fax: +44 (0)1543 363881

Please use **BLOCK CAPITALS** and continue on a separate sheet if necessary. Please ensure that you answer **ALL** questions.

FORM MUST BE RETURNED TO THE ABOVE ADDRESS BY:

1. APPLICATION FORM FOR

Working hours: Full time Part time
Shift: Day shift Night shift (over 18's only)

Position applied for:

Available to take up employment (date):

Wage / salary required: £ Per week / month / annum

2. PERSONAL DETAILS

Name:

Address:

Telephone numbers: Home: Mobile:

Do you own a car? Yes No Have a current driving licence? Yes No

How do you intend to travel to work?

3. HEALTH

Are you in good health? Yes No

Do you suffer from the following: Chest / respiratory complaints? Yes No
Skin complaints? Yes No
Vibration white finger? Yes No
Back problems? Yes No

Are there any disabilities which may affect your application? Yes No

Describe disabilities and

- Reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.
- Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Do you smoke? Yes No

4. EMPLOYMENT HISTORY

Please give details of your most recent employment here, and then use the spaces to give details of other employments, working backwards from the most recent.

Present / previous employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage / salary: £ Per week / month / annum

Present / previous employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage / salary: £ Per week / month / annum

Present / previous employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage / salary: £ Per week / month / annum

5. EMPLOYMENT DETAILS

Have you previously worked for CNC Speedwell Ltd? Yes No

Do you have any friends or relatives working for CNC Speedwell Ltd? Yes No

Please give names:

If you were employed here would you be prepared to perform different jobs within your capacity?

Yes No

If you were employed would you be prepared to work overtime? Yes No

Have you received any formal warnings in the past 12 months? Yes No

Please give details:

How many days sick have you had in the past 12 months?

6. SECONDARY EDUCATION

| School name | Dates From | To | Examinations (subjects / results) |
|-------------|---------------|----|-----------------------------------|
| | | | |
| | | | |
| | | | |

7. FURTHER EDUCATION AND TRAINING *(Please be prepared to provide certificates)*

| University / College | Dates From | To | Type of course | Subjects | Qualification / class of degree |
|----------------------|---------------|----|----------------|----------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

8. OCCUPATIONAL QUALIFICATIONS *(Please be prepared to provide certificates)*

E.G. Fork lift truck licence – please specify counterbalance or reach.

| College / Institute Other name/ | Dates From | To | Qualification level |
|------------------------------------|---------------|----|---------------------|
| | | | |
| | | | |
| | | | |

9. GENERAL

Interests / hobbies:

If offered a position will you continue to work in any other capacity?

Yes No

Please give details.

Have you ever been convicted of a criminal offence?

Yes No

(Declaration subject to the Rehabilitation of Offenders Act 1974).

Please provide details separately in a sealed envelope marked strictly personal for the attention of HR.

10. WORK PERMITS

Are there any restrictions to your residence in the U.K that might affect your right to take up employment in the U.K?

Yes No

If you are successful in your application would you require a work permit to work in the UK?

Yes No

11. REFERENCES

Employment reference

Name:

Address:

Organisation:

Occupation:

Telephone number:

Employment, personal or educational reference

Name:

Address:

Organisation:

Occupation:

Telephone number:

12. EMERGENCY CONTACT DETAILS

If you wish to do so, please give details of next of kin or person who can be contacted in an emergency.

Name

Relationship:

Telephone numbers:

Home:

Mobile:

13. RECRUITMENT POLICY

It is CNC Speedwell Ltd's policy to employ the best qualified personnel and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, religion or belief, marital status, age or disability.

I authorise the organisation to obtain references to support this application, and release the organisation and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.

Signature:

Date:

14. ADDITIONAL DETAILS

Applicants are requested to complete this section to enable the organisation to monitor its equal opportunities policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of age, sex or marital status. This information is used for no other purpose and will not be seen by anyone outside the Human Resources department.

Nationality:

Marital status:

Date of birth:

NI number:

15. INFORMATION REQUIRED FOR APPOINTMENT

Please complete the following section so that if successful, you can take up employment more quickly.

Shoe size:

Please attach a copy of the proof of your right to work in the UK - this applies to all applicants including British Citizens. This is usually a passport or national identity card. Please do not send original documents, but note you will need to bring these in if successful. The information is used to check right to work in the UK and spelling of applicants' names, it is used for no other purpose and will not be seen by anyone outside the Human Resources department.

Proof of right to work in the UK attached:

Yes No

If you have any questions about CNC Speedwell Ltd, the post you are interested in applying for, this application form or the recruitment process please contact Caroline McGrath, HR Officer, on 01543 363880.