

# CNC-Speedwell Ltd

260 Lichfield Road, Brownhills, West Midlands, 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.

## 1. APPLICATION FORM FOR EMPLOYMENT

Working hours: Full time  Part time   
Shift: Day shift  Night shift  (over 18's only)  
Position applied for:   
Available to take up employment (date):

## 2. PERSONAL DETAILS

Name:   
Address:   
Telephone numbers: Home:  Mobile:

## 3. 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

**3. EMPLOYMENT HISTORY - continued**

Previous Employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage / salary:

£

Per week / month / annum

Previous Employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage / salary:

£

Per week / month / annum

Previous Employer:

Starting date:

Leaving date:

Address:

Job title:

Duties / responsibilities:

Reason for leaving:

Finishing wage/salary:

£

Per week / month / annum

**4. 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

If yes, 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

If yes, please give details:

**5. SECONDARY EDUCATION**

School Name	Subjects & Examination Results

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

University/College	Type of Course	Subject	Qualification/Class Degree

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

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

College/Institute/Other Name	Date From	Date To	Qualification Level

**8. GENERAL**

Interests / hobbies:

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

Yes No 

Please give details.

**9. 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 **10. REFERENCES****EMPLOYMENT:**

Name:

Address:

Organisation:

Occupation:

Telephone number:

**PERSONAL OR EDUCATIONAL:**

Name:

Address:

Organisation:

Occupation:

Telephone number:

**11. EMERGENCY CONTACT DETAILS**

Please give details of next of kin or person who can be contacted in an emergency.

Name:

Relationship:

Telephone numbers:

Home:

Mobile:

## 12. RECRUITMENT POLICY

It is CNC Speedwell Ltd 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 disability, age, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief,

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:

## 13. 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.

Proof of right to work in the UK attached:

Yes

**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 the HR Department on 01543 363880.**

**Please return this form to:  
HR Department  
CNC Speedwell Limited  
260 Lichfield Road  
Brownhills  
West Midlands  
WS8 6LH**

**14. ADDITIONAL DETAILS**

Applicants are requested to complete this section to enable the Company to monitor and comply with its Equal Opportunities Policy. This is recommended by the Codes of Practice for the elimination of discrimination on the grounds of age, race, disability, religion or belief, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.

This information if used for no other purposes and will be treated as confidential.

**Nationality:****Marital Status:****Date of Birth:****National Insurance Number:****NAME:****SIGNATURE:****DATE:**