

**AJN Steelstock Ltd**

Icknield Way • Kentford • Newmarket • Suffolk CB8 7QT

Tel: 01638 555500 • Fax: 01638 555501

JOB APPLICATION FORM**PLEASE WRITE CLEARLY IN BLACK OR BLUE INK**

Position Applied For:

1. PERSONAL DETAILS

Title:	Forenames:
Surname:	Age:
Address:	Date of Birth
	Marital Status:
	Tel No:
	Mobile No:
Post Code:	E-mail Address:

2. EDUCATION & PROFESSIONAL QUALIFICATIONS

Secondary School, College and University	Dates		Examinations taken	Date	Result
	From	To			
Professional Qualifications currently held: how obtained, grade and date					
Other relevant Educational or Training Courses, with dates					



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3. PRESENT POSITION

Title of Post:	Current salary:
Name & Address of Employer:	Business of Employer:
	Date Commenced:
	Date Ended: (If applicable)
Please outline what this job involves and any responsibilities that you hold:	
Reason for leaving or wishing to leave:	
Period of notice required to terminate present employment:	

4. PREVIOUS EMPLOYMENT

Name & Address of Employers	Position held	Dates		Reason for leaving
		From	To	



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5. RELEVANT EXPERIENCE

Please say why you are applying for this post, outline aspects of your experience and give details of any particular achievements that you consider relevant to this application. Please use a continuation sheet if necessary.

Please indicate how your skills, personal qualities and past achievements make you suited for this job. Please also describe the contribution you would expect to make to our team if appointed.

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6. OTHER INFORMATION

What activities outside work interest you?

Do you hold a current driving licence? YES/NO

Have you ever been convicted of any motoring offence? YES/NO If YES please provide details:

If you are applying for a driving job what type of licence do you hold:

HEALTH

Are you currently under the care of a doctor or other medical professional? YES/NO

Please state the number you have been absent from work due to sickness in the last 2 years:

If an offer of employment is made, you may be required to complete a medical questionnaire or examination

DISABLED DISCRIMINATION ACT 1995

AJN Steelstock Ltd wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we will contact you to find out if there are any particular arrangements you may need for the interview. You are <u>not</u> obliged to answer the following question or to give details.

As defined by the act – a disability is “a physical or mental impairment which has a substantial and long-term adverse affect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself to be disabled? YES/NO

REHABILITATION OF OFFENDERS ACT 1974

Do you have any ‘unspent’ criminal convictions? YES/NO

Please give details of any conviction other than those which are ‘spent’, on a separate sheet.

7. REFERENCES

Names & Addresses of two referees, one of whom should be a current or recent employer	
Tel No:	Tel No:
Please indicate if we may contact them prior to interview YES/NO	



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8. DECLARATION

I declare that the information given is true and correct. I give my consent to my referees being contacted as indicated and for any details of any sickness absence over the last 2 years to be obtained.

Signed.....

Date.....

Thank you for completing this application. Please return it to:

Mr. Courtney Bell
AJN Steelstock Ltd
Icknield Way
Kentford, Newmarket
Suffolk, IP32 7HT

All personal data supplied to us on this form is subject to the provisions of the **Data Protection Act 1998**. It will be treated as confidential and will not be revealed to any unauthorised source