

JOB APPLICATION FORM

Position applied for:

Site:

PERSONAL DETAILS

Title:

Forename(s):

Address:

Surname:

Tel No:

Mobile No:

Postcode:

Email:

EDUCATION AND PROFESSIONAL QUALIFICATIONS

| Secondary School, College and University | Dates | | Examinations taken | Date | Result |
|--|--------|------|--------------------|------|--------|
| | (From) | (To) | | | |
| | | | | | |

Professional qualifications currently held: (how obtained, grade and dates)

Other relevant education or training courses: (inc dates)

CURRENT POSITION

Position / Job Title:

Current salary:

Name & address of employer:

Business of employer:

Date commenced:

Date ended:
(if applicable)

Please outline what this job involves and any responsibilities you hold:

Reason for leaving or wishing to leave:

Period of notice required to terminate present employment:

PREVIOUS EMPLOYMENT

Name & address of employers:

Position held:

Dates
(From) (To)

Reason for leaving:

RELEVANT EXPERIENCE

Please state why you are applying for this post, outlining aspects of your experience and including 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.

OTHER INFORMATION

What activities outside of work interest you?

Do you hold a current driving license?

YES

NO

Have you ever been convicted of any motoring offence?

(If YES please provide details)

YES

NO

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

HEALTH AND WELBEING

Are you currently under the care of a doctor or other medical professional?

YES

NO

Please state the number of days you have been absent from work due to sickness in the last two 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 not 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 effect 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?

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

YES

NO

REFERENCES

Name and addresses of two referees – one of whom should be a current or recent employer.

Contact name/number:

Contact name/number:

Please indicate if we may contact them prior to interview:

YES

NO

DECLARATION

I declare that the information given is true and correct. I confirm that I have a right to work in the UK. I give my consent to my referees being contacted as indicated and for any details of any sickness absence over the last two years to be obtained.

Signed:

Date:

Thank you for completing this application. Please return to:

Michelle Dawson
Head of HR
AJN Steelstock Ltd
Ickneild Way
Kentford, Newmarket
Suffolk CB8 7QT

Email: hr@ajnsteelstock.co.uk
Tel: 01638 555 500

All personal data supplied to us on this form is subject to the provisions of the Data Protection Act 1988 & GDPR 2018. It will be treated as confidential and will not be revealed to any unauthorised source and will be held for six months for any relevant positions. A copy of our privacy policy is available on our website should you require any further information.