

APPLICATION FOR EMPLOYMENT



Fort Vale Engineering Ltd
 Calder Vale Park
 Simonstone Lane
 Simonstone, Burnley
 BB12 7ND

Please complete in INK and use BLOCK CAPITALS

Please return completed form to:- **HR Manager**
 01282 687131

Forename (s)	Surname	Address	
National Insurance number			
Position applied for			
		Tel. No. (Home)	Mobile No.

Do you have the right to take up employment in the UK?	YES/NO	If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES/NO
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GENERAL EDUCATION Please give details of Secondary Education

Dates		Name & Address of School	Examinations
From	To		

FURTHER EDUCATION AND TRAINING Please give details of education since leaving school, including training courses

Dates		Name of University, College or Institute	Type of courses, i.e. full time, day release	Subjects studied	Qualifications obtained
From	To				

DETAILS OF PRESENT OR LAST EMPLOYER			
Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave/do you wish to leave?	Number reporting direct to you		
	Remuneration now or on leaving (before tax)	Salary	£
		Bonus	£
		Total	£

DETAILS OF PREVIOUS EMPLOYERS (In date order, most recent first)		Please list all organisations you have worked for, including any military service and state highest rank.	
Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax)	Salary	£

Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax)	Salary	£

Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax)	Salary	£

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.			
What professional bodies or Trade Unions do you belong to?			

GENERAL Please give details	
Have you made a previous application to the Company? If so, when was this and what was the outcome?	
Have you ever been dismissed from employment?	
Do you have any other commitments which might limit your working hours? i.e. Judicial, Military or Local Government	
Do you have a full driving licence? If yes, do you have any current endorsements?	
What are your main interests, sports & hobbies?	

REFERENCES Name and address of two references		Can they be contacted now?
A.	B.	A. B.
Occupation	Occupation	

AVAILABILITY Please give details	
When would you be available for interview?	
If offered this job, when could you start?	
How did you hear about this job?	
Who do you know employed by this Company?	
If you are disabled, please give details of any special arrangements you would require to attend interview.	

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

If you need more space to answer any of the questions, please use the **NOTES** section overleaf.

NOTES

Use this section if you require additional space

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise. If you have no past or pending cautions or convictions, please specify "NONE".

DECLARATION

Please read this carefully, then sign and date your application

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company to use the data supplied on this application form for the purpose of recruitment and selection, including contacting my referees for verification of the information that I have supplied.

Applicants Signature

Date

Please note : you may be required to complete a further form in connection with this application.

FOR OFFICE USE ONLY

INTERVIEW		D.O.C.	
DECISION		EMP NUMBER	
JOB OFFER		REFERENCE REQUEST	
OFFER ACCEPTED		RESPONSE	
MEDICAL		SAFETY FOOTWEAR	
MEDICAL RESULT		WORKWEAR	