

APPLICATION FOR EMPLOYMENT



Dominion Way
 Worthing
 West Sussex
 BN14 8NW

F 063
Issue 2
Sheet 1 of 4

POSITION APPLIED FOR:

AVAILABLE TO WORK:		
Full Time: YES / NO	Day Shift: YES / NO	Night Work: YES / NO

PERSONAL DETAILS:		
Surname: *	Mr/Mrs/Miss/Ms	First Name(s):
Home Address with post code:		
Home Telephone:	Work Telephone:	Mobile:

EDUCATION:			
Schools	Dates		Examinations and Results
	From	To	

FURTHER EDUCATION:			
College/University	Dates		Examinations and Results
	From	To	

FURTHER TRAINING, PROFESSIONAL MEMBERSHIPS AND QUALIFICATIONS:

* Delete as appropriate

EMPLOYMENT HISTORY:

Current Employer Name and Address

Job Title:

Leaving Salary: per annum/week/hour *

Start Date:

Leaving Date:

Duties and responsibilities:

Reason for leaving:

Previous Employer Name and Address

Job Title:

Leaving Salary: £ per annum/week/hour *

Start Date:

Leaving Date:

Duties and responsibilities:

Reason for leaving:

Previous Employer Name and Address

Job Title:

Leaving Salary: £ per annum/week/hour *

Start Date:

Leaving Date:

Duties and responsibilities:

Reason for leaving:

Previous Employer Name and Address

Job Title:

Leaving Salary: £ per annum/week/hour *

Start Date:

Leaving Date:

Duties and responsibilities:

Reason for leaving:

- Delete as appropriate

ADDITIONAL INFORMATION:

Please use this section to outline the skills and experience you have that are relevant to this application

REFEREES: (which should include your most recent employer)

Name:	Name:
Occupation:	Occupation:
Address with post code:	Address with post code:
Day Time Telephone Number:	Day Time Telephone Number:

Do you have a current driving licence? **YES / NO**

Are you a car owner? **YES / NO**

Do you have any current endorsements? **YES / NO**

If YES, please give details:

Are you legally eligible for employment in the UK? **YES / NO**

Do you have any unspent convictions within the Terms of the Rehabilitation of Offenders Act 1974? **YES / NO**

Are you related to any employee of this Company? **YES / NO**

If YES, please state who and your relationship:

Have you previously applied for employment with Roscomac Limited? **YES / NO**

If YES, please state job applied for, the date and outcome:

If offered this position, will you continue to work in any other capacity? **YES / NO**

If YES, please give details:

Have you ever suffered a medical condition that could affect your ability to perform the job applied for? **YES / NO**
If YES please give details:

Are you currently suffering a medical condition or undergoing treatment that could affect your ability to perform the job applied for? **YES / NO**
If YES please give details:

Is there any reason or circumstance that might prevent you from regularly attending work? **YES / NO**
If YES, please give details:

RECRUITMENT POLICY STATEMENT:

It is the Company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, national origin, gender, marital status or disability.

We are committed to equal opportunities and as part of our employment practice, we would like to know if you have any special needs in the work place. If you do, please tell us what we, as a prospective employer, would need to provide to enable you to perform the job you are applying for.

HOW DID YOU HEAR ABOUT THIS VACANCY?

Local Newspaper
Roscomac Web Site
Recruitment Agency
Local Job Centre
Other (please state)

DECLARATION:

I acknowledge that the Company will pursue references to support my application and I confirm that the information on this form is, to the best of my knowledge, true and complete. I understand that any false statement may be sufficient cause for my application to be rejected or, if employed, subject to dismissal in accordance with the Company's Terms and Conditions of Employment.

APPLICANT'S SIGNATURE:

DATE: