

EMPLOYMENT APPLICATION FORM

THIS JOB

Post applied for:	Closing date:
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ABOUT YOU

Surname:			
First name:			
Address:			
Post code:			
National Insurance Number:			
Daytime telephone no:	Mobile Phone No (optional):		
Evening telephone no:	E mail address (optional):		

Do you require a work permit to work in the UK? Yes/No

YOUR EDUCATION, QUALIFICATIONS & TRAINING

Schools attended from age 11:	Start date:	End date:	Examinations (subjects & results):

University/College Name:	Start date:	End date:	Subjects studied:	Qualifications:

Other skills

Are you skilled in any engineering computing packages such as CAD?

Please give details of any courses you have completed, eg Lifting & handling, forklift truck, Health and Safety.

Do you currently hold a HGV license and have you completed Driver CPC course?

Any other skills you think may be appropriate.

PRESENT POST

Post title	
Name of employer/organisation	
Address	
Date employment began	
Salary and other remuneration details (optional)	
<u>Duties / Responsibilities:</u>	
Notice required	

PREVIOUS POSTS

Please include details of your past employment here, working backwards from the most recent. Please continue on a separate sheet if necessary.

Previous employer :	Type of business:
Address:	Starting date:
	Leaving date:
Job title:	
Duties/responsibilities:	
Reason for leaving :	
Previous employer:	Type of business:
Address:	Starting date:
	Leaving date:
Job title:	
Duties/responsibilities:	
Reason for leaving :	
Previous employer:	Type of business:
Address:	Starting date:
	Leaving date:
Job title:	
Duties/responsibilities:	
Reason for leaving :	

SUPPORT INFORMATION

Use this space to explain why you are interested in the post and why you think you are suitable. Please provide examples of your experience that is relevant to this post. Please continue on a separate sheet if necessary.

Give details of any interests/hobbies:

SPECIAL DETAILS

Do you have a current driving licence? Provisional Full No

Give details of any endorsements/penalty points:

Have you ever been convicted of a criminal offence? Yes / No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

Give details of any criminal convictions:

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

Please tell us if there are any dates when you will not be available for interview

REFEREES

Please give the names of two referees who should be your current or most recent employer, and should be another employer familiar with your work performance. **References will only be taken up if you are seriously being considered for appointment following interview.** In exceptional circumstances and where applicants do not have recent employment then an alternative referee will be accepted. These should be someone who has known the applicant for at least a year. ***Please indicate if a referee is not a previous employer.***

	<u>Employment Reference 1</u>	<u>Employment Reference 2</u>
Name:		
Company:		
Occupation:		
Tel. No:		
Address:		
Email Address:		

DECLARATION

I authorise the company to obtain references to support this application, and release the company 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.

By signing this application form, I consent to Ewart Engineering processing data (including data contained in the Equal Opportunities Monitoring form) in accordance with the Data Protection Act 1998.

Signed: Date:

Please return completed application form to: - Private and Confidential, HR Department, Ewart Engineering LTD, Glasgow Road, Gretna, Dumfriesshire, DG16 5JN

DIVERSITY MONITORING FORM

(OPTIONAL)

Ewart Engineering fully supports the principles of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds any Protected Characteristic under the Equality Act 2010.

Under the requirements of the Equality Act 2010 we must monitor the numbers of staff in post by reference to the ethnic groups to which they belong.

In order to comply with legislation and to ensure that we are a fair and consistent employer we monitor the gender, age, marital status, religion, ethnic origin and possible disabilities of all our employees by requesting the following information.

All information is confidential. The information that you provide will be kept on our personnel system, which is confidential, secure and separate from any other documentation in accordance with the Data Protection Act 1998.

Name: **Date of Birth:**

Marital Status:

Gender:

Male Female

Disability:

The Equality Act 2010 defines disability as 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 have a disability? Yes No

If yes please specify your disability: -----

And please also:

- Describe any reasonable adjustments, which you feel could be made to working arrangements to enable you to carry out the duties for the job.

Religion:

- A) Buddhist
- B) Christian (*Church of England, Church of Scotland, Catholic, Protestant, and all other Christian denominations*)
- C) Hindu
- D) Jewish
- E) Muslim
- F) Sikh
- G) Would rather not say
- I) Any other religion (Please specify) -----

Please look at all of the national identities and ethnic origins listed below. When you have read them all please **tick one box in column A and one box in column B** that most accurately describes your nationality and ethnic origin. **All options are listed alphabetically.**

COLUMN A

- A) British
- B) English
- C) Irish
- D) Polish
- E) Scottish
- F) Welsh
- G) Any Other (Please specify)

- H) Would rather not say

COLUMN B

ASIAN

- A) Bangladeshi
- B) Indian
- C) Pakistani
- D) Any other (Please specify)

BLACK

- E) African
- F) Caribbean
- G) Any other (Please specify)

-----CHINESE

- H) (Please specify)

MIXED ETHNIC BACKGROUND

I) Asian & White

J) Black & White

K) Chinese & White

L) Any other (Please specify)

WHITE

M)

ANY OTHER ETHNIC BACKGROUND

N) (Please specify)

WOULD RATHER NOT SAY

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