



APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment.

Where the application is successful the organisation may wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.

Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

Name: Rachel Kershaw

Position: Human Resources Manager

Address: Cellular Systems Limited, Unit 1, Shell Green, Bennetts Lane, Widnes, WA8 0GW

PERSONAL INFORMATION (CONFIDENTIAL)

POST TITLE:

1. PERSONAL DETAILS

Name:

Address:

Contact details

(Please tick preferred contact method – calls to business numbers will be made discreetly.)

E-mail:

Telephone Home:

Telephone Work:

Mobile:

2. GENERAL

Do you hold a current driving licence?

Yes

No

Is it a full/provisional/HGV/PCV licence?

Yes

No

Is your driving licence free of endorsements?

Yes

No

Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)

If the job requires it (delete as appropriate)				
1 Will you relocate?		Yes		No
2. Are you willing to travel?		Yes		No
Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer.				
1. Name:				2. Name:
Address:				Address:
Tel. no.:				Tel. no.:
E-mail:				E-mail:
Occupation:				Occupation:
I give/do not give permission to take up my reference prior to an offer of employment being made. (Please delete clearly as appropriate)				
3. EMPLOYMENT HISTORY				
Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.				
Name and full address of employer; nature of business.		Job title(s); key responsibilities & key achievements		Reason for leaving and date of leaving

4. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS				
Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.				
5. PERSONAL DEVELOPMENT				
Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable.				
6. OTHER SKILLS				
Languages spoken/written (please indicate level of competence).				
Computer literacy (please specify software and level of competence).				
Do you have armed service/public duty commitments? (eg are you a member of the TA/ a JP/ a councillor, etc.)	Yes		No	
If yes, please give details:				
7. OTHER INFORMATION				
How/where did you hear about this vacancy?				
Have you made an application to this organisation before?	Yes		No	
If yes, please give details:				
Are you currently eligible for employment in the UK?	Yes		No	
Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.				
Have you ever been convicted of a criminal offence?	Yes		No	
If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)				

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and a new starter health questionnaire, all of which must be deemed by the organisation as satisfactory.

Signed:

Date:

(Please continue on a separate sheet if necessary)