

EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:		JOB REF:	
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PERSONAL INFORMATION	
Surname	
Forename(s)	
Address & postcode	
Contact number	
Email address	
National Insurance No.	
Salary expectations:	
Notice required in current post:	
Date you would be available for work:	
Do you have part-time work you would continue with if you joined Terry Group Ltd?	
How will you travel to work?	
If selected for interview, do you require any special arrangements to be made to accommodate you?	

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ENTITLEMENT TO WORK IN THE UK	
Do you need a work permit to work in the UK?	Yes / No

JOB APPLICATION SPECIFIC				
	Full	Provisional	HGV	None
Current driving licence *To be completed for all job types	Please give details of any current endorsements or penalty points and how they were incurred. If none, please state "none":			
DBS Check (Sales, Service, Repair & Installation roles only) Please state latest date and category				
Do you hold a CSCS Card? (Sales, Service, Repair & Installation roles only) Please state level and date	Yes / No			
NVQ Certification (please state details)				
(Sales, Service, Repair & Installation roles only)	The use of Work at Height Equipment, manual handling, is an essential element of this position. Is there anything that would prevent you carrying out any of these functions?			
Production and R&D roles only:	Manual handling and general assembly work is an essential element of this position. Is there anything that would prevent you carrying out any of these functions?			

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Please detail here your suitability for this position, main achievements to date & the strengths you would bring to this post. Continue on the Additional Information page if necessary.

EMPLOYMENT HISTORY Please list in chronological order (most recent first) - continue on separate sheet if necessary

Dates in format mm/yyyy	Job Title / Name & address of employer	Starting salary	Finishing salary	Reason for leaving
From				
To				
From				
To				
From				
To				

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EDUCATION / TRAINING / EXPERIENCE	
Schools	Qualifications gained
College/University	Qualifications gained
Formal Training / Professional Membership & Qualifications	
Computer Experience (please detail packages you are familiar with & level of proficiency)	
Please list your interests and activities outside of work	

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What are your career goals and ambitions?

CRIMINAL RECORD

Please detail any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*. If none, please state "none".

REFERENCES - Please supply contact details (incl address, email, telephone number) of two people – one of whom should be your present/last employer from whom we may obtain both character and work experience references. References will be taken up upon offer of employment, but will only be taken with your consent.

ADDITIONAL INFORMATION

Please give any further details that have not been covered in the previous sections. You can also attach additional documents to your email when you submit your application.

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Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I hereby give my consent to the company processing the data supplied on this application for the purposes of recruitment and selection.
- I consent to the taking up of the above references if a job offer is made.

Applicant Name			
Please tick to confirm you agree to the Declaration		Date	

Office Use Only	
Forward to relevant Line Manager for consideration (enter name of Line Manager and date)	
Do they fit job spec criteria?	Yes No
Comments	
Invite for interview?	Yes No
Outcome	