

Glyn Hopkin Ltd

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Surname

Forenames

Address:

Position applied for: (quote reference as applicable)
.....

.....

.....

Postcode:

Date available to start:
.....

.....

Telephone No. Day

Telephone No. Evening

Mobile No.

E-mail

Preferred location(s):
.....

Type of work desired:

Full time Part time Temporary

If required, would you be willing to relocate?:

Yes No

Some positions require non-standard work hours. Are you available to work:

Weekends? Yes

Evenings? Yes

Overtime? Yes

No

No

No

Do you have a right to work in the UK? Yes No

Please note if you are employed by us you will need to provide proof of this in order to meet statutory requirements.

Do you have a handicap or physical or mental limitation which will cause you any difficulty in performing the job for which you have applied?

Yes No

You may voluntarily disclose a handicap status if you have any requirements which need to be accommodated.

In the event of you being invited for interview, do you have any special requirements or needs which we can prepare for?

Please provide details here.

Yes No

Do you have a full, current and valid driving licence?

Yes

No

If so, please indicate type and class

Do you have any current endorsements on your licence?

Yes

No

If you have any endorsements, summons or prosecutions pending, please provide details below:

.....

.....

Have you ever been banned from driving?

Yes

No

If so, please provide details below:

.....

.....

CONFIDENTIAL

EMPLOYMENT RECORD

Please list your three most recent jobs, starting with your most recent post. You may include self-employment, temporary and part-time jobs. If more space is required, please continue on a separate sheet.

Last or present Company name:

Job Title:

Type of business:

Complete address:

Telephone number:

Contact name: (for reference checks)

Brief description of duties:

Dates worked:

From:

To:

Are you: still employed by this Company?

working your notice period?

no longer working for this Company?

Current salary: per week / per annum before tax

£

Reason for leaving:

If you are working your notice period, or no longer work for this Company, do we have permission to contact them for references?

Yes

No

Company name:

Job Title:

Brief description of duties:

Complete address:

Telephone number:

Type of business:

Dates worked:

From:

To:

Since you no longer work for this company, do we have your permission to contact them for references?

Yes

No

Salary on leaving: per week / per annum before tax

£

Reason for leaving:

If so, please provide a contact name:

Company name:

Job Title:

Brief description of duties:

Complete address:

Telephone number:

Type of business:

Dates worked:

From:

To:

Since you no longer work for this company, do we have your permission to contact them for references?

Yes

No

Salary on leaving: per week / per annum before tax

£

Reason for leaving:

If so, please provide a contact name:

EDUCATIONAL RECORD

Please list the names, locations, dates attended since 11 years of age and other details regarding your education.

Name and location of school: _____ **Start date:** _____ **Qualifications:** _____ **Level/Grade:** _____

Business Qualifications/Further Education/Vocational Training: including courses attended
Subject: _____ **College/Organisation/Company:** _____ **Date completed:** _____

Certificates: List any certificates which relate to the job for which you are applying.
Certificates: _____ **Description:** _____ **Date attained:** _____

Have you ever been convicted of any criminal offences? Yes No

If so, please provide details below:

Any offences which have been spent under the Rehabilitation of Offenders Act need not be stated.

Have you any prosecution pending? Yes No

If so, please provide details below:

REFERENCES

Please list two people, not related to you, who have knowledge of your suitability for the position(s) for which you are applying:

Name: Name:

Address: Address:

Title/relationship: Title/relationship:

Telephone number: Telephone number:

REASONS FOR APPLYING

Why do you want to work for us?

What can you contribute to our business?

CONFIDENTIAL

IMPORTANT - PLEASE READ

If offered employment I agree to the following conditions:

- a) to produce my Birth Certificate or other proof of my date of birth if required.
- b) to produce my Driving Licence if required.
- c) if applicable, to produce evidence of my right to work in the UK in compliance with 'the amendments to document checks' under Section 8 of the Asylum and Immigration Act 1996, which came into force on 1 May 2004.
- d) to adhere to the shift working pattern operating within the department for which I work.
- e) to adhere to the safety rules, work rules and other regulations as laid down by the Company from time to time.

I authorise **Glyn Hopkin Ltd** to apply for such references as they deem desirable on the condition that no approach will be made to my current employer unless I have accepted an offer of employment or otherwise given permission.

By my signature placed below, I promise that the information provided in the employment application (and accompanying curriculum vitae, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date.

Signature **Date**

INTERVIEWER'S COMMENTS: