

APPLICATION FORM

Personal details

Full Name:

Address:

.....

.....

Post Code

Telephone: Hm: Mb:

Next of kin name: Relationship:

Next of kin address:

.....

.....

Post Code

Next of kin tel: (other)

Position Applied For:

Nationality:

Marital Status:

Place of Birth:

Are you entitled to work in the UK? Yes/No

How did you hear of this vacancy?

Religion: Do you require time off for Religious Holidays? Yes/No

Sickness

Are you suffering from, or have a tendency to suffer from any illness or complaint?

Yes/No

If 'Yes' please give details

.....

.....

Have you had more than three weeks illness in total in the last three years?

Yes/No

If 'Yes' give details

.....

.....

Do you consider yourself or are you registered as disabled? Yes/No

Hobbies & Interests

Education			
Please detail any professional exams below and provide membership details. Please attach a CV showing details of other qualifications.			
Date	Subject	Year passed	Membership number/Renewal

Give details of any other skills or expertise gained or acquired (e.g. computer, typing etc) and any training courses attended (e.g. communication, management etc)

Previous Employment
Please attach a CV showing details of previous employment. Provide details of any gaps in employment below.

Current Salary £

Do you have any restrictive covenants in your contract of employment currently outstanding with your current or previous employers?

References		
<p>Please provide details of two people we may contact for a reference should an offer of employment be made and accepted by yourself. These should be people who have known you for at least three years and be of some standing. One should be your current or last employer.</p>		
Name	Position	Address

Have you ever been declared bankrupt or had a judgement made against you for a debt? yes / no

Have you ever been summonsed or convicted in a criminal court for any offence?
If 'Yes' please give details

Please provide any other details relevant to this application. Special skills or abilities, and your longer term ambitions in the industry are of particular interest.


ANY OFFER OF EMPLOYMENT IS SUBJECT TO SATISFACTORY REFERENCES AND CONFIRMATION OF YOUR ELIGIBILITY TO WORK IN THE UK

DECLARATION	
<p>I hereby certify that all the statements made in this application are true, and that I have not failed to disclose any relevant material. I accept that this application shall form the basis of any future employment with Frank Hirth plc.</p>	
SIGNED	DATED

EQUAL OPPORTUNITIES MONITORING FORM

As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.

ETHNIC GROUP	
I would describe myself as (please indicate)	Yes where applicable
White	
British	
Irish	
Any other White background (please specify)	
Mixed	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other mixed background (please specify)	
Asian or Asian British	
Indian	
Pakistani	
Bangladeshi	
Any other Asian background (please specify)	
Black or Black British	
Caribbean	
African	
Any other Black background (please specify)	
Chinese	
Any other Ethnic Group	
Please specify	
Please delete as applicable	
Male yes / no Female yes / no	
Date of birth:	

 **Protecting your personal information**

The information you have provided will be retained and used by Frank Hirth only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures in line with our Equality Policy Statement.

11/05