

Appleby Westward Group Limited



APPLICATION FOR EMPLOYMENT

Please return to the HR Department, Appleby Westward Group Limited,
Moorlands Trading Estate, Saltash, Cornwall. PL12 6LX.

Tel: 01752 854000

Email: hr@applebywestward.co.uk

Please consider each question carefully and give as much detail as possible. Attach extra sheets if necessary. All information will be treated in confidence.

Position applied for:

Full/Part time

Salary expected:

Recruitment No:

(Office use only)

How did you become aware of the vacancy?

PERSONAL INFORMATION

Forename(s)

Surname

Address

Postcode

Tel. Home

Mobile

N.I. Number

Next of Kin

Relationship

Address

Tel. Home

Tel. Work

Do you have: A current Driving Licence

Yes/No

Any endorsements/driving convictions

Yes/No

Type:

A current Fork Lift Licence

Yes/No

Type:

A current LGV Licence

Yes/No

Type:

Do you need a work permit to work in the UK?

Yes/No

When does the permit expire?

EMPLOYMENT RECORD

Previous employment – please include details of your most recent employment here, and use the spaces below to give details of other employments, working backwards from the most recent.

Present/Previous Employer:

Type of Business:

Address:

Starting Date:

Leaving Date:

Starting Pay: £ per

Finishing Pay: £ per

Job Title:

Duties/Responsibilities:

Reason for Leaving:

How much notice does your present employer require?

Previous Employer:

Type of Business:

Address:

Starting Date:

Leaving Date:

Starting Pay: £ per

Finishing Pay: £ per

Job Title:

Duties/Responsibilities:

Reason for Leaving:

Previous Employer:

Type of Business:

Address:

Starting Date:

Leaving Date:

Starting Pay: £ per

Finishing Pay: £ per

Job Title:

Duties/Responsibilities:

Reason for Leaving:

REFERENCES

Please provide details of two referees, one of whom must be your present/previous employer:-

Name

Name

Position

Position

Address

Address

Tel. No

Tel. No

May we approach this referee prior to interview? Y/N May we approach this referee prior to interview? Y/N

How many children do you have under the age of 5 years old?

How many days Parental Leave have you taken in respect of each child?

How many days absence have you had due to illness in the last 3 years?

1 year?

Doctor's Name

Address

Tel.No

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement may be sufficient cause for rejection or, if employed, dismissal and note the employment with the Company is subject to the receipt of satisfactory references.

Signature

Date:

FOR OFFICE USE ONLY

Starting Date

N.I. Number

Position Offered

P.45 Yes/No

Wage

Recruited by

Days/Hours of Work

Recruitment Source

Appleby Westward Group Limited

EQUAL OPPORTUNITIES MONITORING FORM

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STRICTLY CONFIDENTIAL TO HR – FOR MONITORING PURPOSES ONLY

EQUAL OPPORTUNITIES

Appleby Westward is committed to a policy of Equal Opportunity and in order to monitor our policy it is necessary to collate information from all current employees and job applicants regarding race, sex, age and disability.

POST:

RECRUITMENT NO: **CLOSING DATE:**

PERSONAL DETAILS

Mr / Mrs / Miss / Ms / Other *Date Of Birth*

Male / Female *Sexual Orientation*

Nationality *Religious Belief*

No. Of Children *Ages*

ETHNIC ORIGIN

Please indicate which ethnic group you belong to:

Asian Bangladeshi Pakistani Indian
Black African Caribbean
Mixed Asian / White Black / African / White Black / Carribean / White
Chinese
White
Any Other (please specify if you wish)

DISABILITY DISCRIMINATION ACT

Do you have any special requirements with regard to a disability? **YES / NO**
If yes, please describe what assistance / adjustments you require:
.....
.....