

Application form for employment

Post applied for:

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. CV's are not accepted without completed application form.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last name:

First name:

Address:

Postcode:

Home telephone:

National
Insurance:

Daytime telephone:

Mobile telephone:

Email address:

Can we contact you at work? Yes No

Are you free to remain and take up employment
in the UK with no current immigration
restrictions? Yes No

Driving licence – if relevant to post applied for.
Do you hold a full, clean driving licence valid in the UK? Yes No

If you are successful, you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present employment

Present employment (If now unemployed give details of last employer)

Name of employer:

Address:

Postcode:

Job title:

Date of appointment:

Salary:

Role and responsibilities:

Continue on a separate sheet if necessary

Period of notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Section 3 Previous employment

Previous employment (most recent employer first). Please cover up to the last 10 years.

Name of employer:

Address:

Postcode

Job title:

Role and responsibilities:

Reason for leaving:

Date employed from:
Date employed to:

Name of employer:

Address:

Postcode

Job title:

Role and responsibilities:

Reason for leaving:

Date employed from:
Date employed to:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from schools, colleges and universities. Please list your most recent qualification first:

College/University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, technical or management qualifications

Please give details:

Professional/technical/ management qualifications	Course details
Membership of any professional bodies - Please state level of membership:	

Continue on a separate sheet if necessary

Section 5 Training and development

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

Title of training programme or course	Duration of course

Continue on a separate sheet if necessary

Section 6 Personal statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the job description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

All posts: (see Guidance Notes)

Do you have any unspent convictions?

Yes

No

If yes, please give details / dates of offence(s) and sentence in the space below or attach to this form in a sealed envelope marked CONFIDENTIAL together with your name and the post applied for:

Section 8 Disability Discrimination Act

This act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities. **(See guidance notes).**

Do you have a disability which is relevant to your application?

Yes

No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work/other relationship:	<input type="text"/>	Work/other relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Section 10 Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within two weeks of submitting their application form. Unfortunately, applicants who do not hear from Field View Electrical must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post).

Field View Electrical undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM

By Post:

Helen Parker
Field View Electrical Ltd,
Fairfield house,
North Lakes Business Park,
Flusco,
Penrith.
Cumbria.
CA11 0BT

By Email:

Info@fieldviewelectrical.co.uk

Enquiries:

Telephone: 017684 80754

Guidance notes

Please read this section carefully before you complete your application form. This is a standard application form completed by all applicants for the posts within Field View electrical, including internal applicants. All information will be treated in confidence. Please complete this form using **black ink**. It may be handwritten or typed.

Completing the form

General

The form is the first part of the selection process and it will be used to shortlist for the next stage. Please complete all sections fully and emphasise those areas where you believe you meet the requirements of the job, relating to the job description and person specification.

Feel free to add extra pages if necessary, but be sure to put your name and the title of the post for which you are applying at the top of any additional sheets.

Please note curriculum vitae are not acceptable alone they may be used to support completed application form.

Prevention of illegal working practice

Following amendments to Section 8 of the Asylum and Immigration Act 1996 on 1 May 2004 you will be required to produce one (or a combination) of some documents which will be advised to you upon successful appointment.

Previous employment

Please be as accurate as you can about dates of employment. You should also cover at least up to the last ten years of employment including any periods of unemployment.

Disclosure of criminal convictions

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974.

All information will, of course, be treated in the strictest confidence. A person's criminal record will not, in itself, debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Equal Opportunities

Field View Electrical Ltd is committed to equality of opportunity. No applicant is treated less favourably than another on the grounds of gender, marital status, disability, race or ethnic origin, religion, sexual orientation or age. We particularly welcome ethnic minority candidates and those with disabilities.

References

The Company reserves the right to obtain references for candidates short-listed for interview. However, we will not seek references until you have given us your permission to do so.