

METALEX PRODUCTS LIMITED

APPLICATION FORM — CONFIDENTIAL APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE FORM IN YOUR OWN HANDWRITING

1. Application Form			
Position applied for			
Available to take up employment (Please enter date)			
2. Prepared to Work			
Full time <input type="checkbox"/> Part time <input type="checkbox"/> Shift work <input type="checkbox"/>			
3. Personal Details			
First names		Last name	
Address			
Telephone numbers	Private	Work	
	Mobile	E-mail	
Do you own a car?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provisional Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Yes <input type="checkbox"/> No <input type="checkbox"/>	HGV Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you any current endorsements?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details			
4. Languages			
Do you speak or read a foreign language?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details			

5. Secondary Education			
School name/address		Examinations (subject/result, etc)	
6. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree
7. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
8. Membership of Professional Body			
Name		Level	
9. Employment			
Present/last employer	<input type="text"/>		
Address	<input type="text"/>		
Job title	<input type="text"/>		
Duties/responsibilities	<input type="text"/>		
Reason for leaving	<input type="text"/>		
Finishing salary	£	<input type="text"/>	pa
Dates			
From	<input type="text"/>		To <input type="text"/>

Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>
Finishing salary	£ <input type="text"/> pa
Dates	

From	To
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Other most recent employer	<input type="text"/>
Address	<input type="text"/>
Duties/responsibilities	<input type="text"/>
Reason for leaving	<input type="text"/>
Finishing salary	£ <input type="text"/> pa
Dates	

From	To
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Please provide all additional employment history on a separate sheet of paper.

10. General

Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>
Offices held in social/sports clubs, etc	<input type="text"/>
Public duties (JP, local councillor, etc) undertaken	<input type="text"/>
Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<input type="text"/>
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details	<input type="text"/>

11. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes No

If you are successful in your application would you require permission to work in the UK?

Yes No

12. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

13. Employment References

Please supply two employment references, one of which should be your current or most recent employer.

Name	<input type="text"/>
Address	<input type="text"/>
Organisation	<input type="text"/>
Occupation	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Organisation	<input type="text"/>
Occupation	<input type="text"/>
Telephone number	<input type="text"/>
E-mail address	<input type="text"/>

14. Additional Personal Details

National Insurance Number		
Date of Birth		
Nationality		
Marital Status		
Children / Ages		
Have you had any time off due to illness in the last 5 years. If yes, please give details.		
Please give any other relevant experience that may support your application.		

15. Authorisation For References

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

Signature

Date