

# APPLICATION FOR EMPLOYMENT



**POSITION APPLIED FOR:**

## ABOUT YOU

Surname:	First Name (s):	Title: Mr / Miss / Mrs / Ms
	Place of Birth:	Nationality:
	National Insurance No: <span style="float: right;">Internal Checked? <input type="checkbox"/></span>	
Telephone Number (Incl STD Code):	Any offer of employment is subject to the confirmation of your National Insurance Number in accordance with the Asylum and Immigration Act 1996.	
Mobile Telephone Number:		

Do you require a work permit to work in the UK? YES / NO.

If YES, please state your work permit number:

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES ? NO

Please state the name, address and telephone number (both at home and at work) of your next of kin or a close friend who may be contacted in case of emergency:

## EQUAL OPPORTUNITES

Our Company offers equal opportunities to all, regardless of race, colour, nationality, ethnic origin, sex (including gender re-assignment) sexual orientation, marriage, disability or age. All applicants will be treated equally in respect of recruitment, promotion, training, pay and other employment policies and procedures. In order to monitor the effectiveness of our Equal Opportunity Policy, we request all applicants provide the information requested. For applicants with a disability, it may be necessary for us to consider any reasonable adjustments to be made. Health related questions may be found in the accompanying health questionnaire.

NB: Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated. Please tick the box which best describes your ethnic origin.

a. Indian <input type="checkbox"/>	b. Pakistani <input type="checkbox"/>	c. Bangladeshi <input type="checkbox"/>	d. Chinese <input type="checkbox"/>	e. White <input type="checkbox"/>
f. White Irish <input type="checkbox"/>	g. Black Caribbean <input type="checkbox"/>	h. Black African <input type="checkbox"/>	i. Black Other <input type="checkbox"/> Specify:	j. Other <input type="checkbox"/> Specify:



**PREVIOUS EMPLOYMENT** (Please enclose further sheets if required)

Date From	Date To	Full Name and Address of Employer	Job Title	Average Wage (Weekly/Monthly)

If there are any gaps in your employment history over the last five years, please indicate the dates and reasons here:

**EMPLOYMENT REFERENCES**

Please note that employment references will be sought from your current or most recent employer, plus at least one other from those indicated above prior to any conditional offer of employment being made. The Company retains the right to withdraw the offer of employment should unsatisfactory references be received.

If there is no previous or relevant employment experience, you are required to complete the section 'Personal References'.

**GENERAL INTEREST**

Please outline below any leisure activities or hobbies which may be relevant to your application

Please outline the qualities you possess which make you a good candidate to work in electronics.

Why are you applying to Dalettech and what aspects do you think you will enjoy most?

Please tell us why you think you are the most suitable for this job:

**COMPANY INTEREST**

Source of application (e.g. speculative, newspaper advertisement, job centre):

Have you previously worked for Daletech? If YES, please give details of dates, location and job title.

Please give the dates of any holidays or appointments booked in the next 6months.

Please indicate any days/times you are unable to attend an interview.

Do you have any relatives currently employed by us? If YES, please give name, location and job title.

Have you been issued with any disciplinary warnings, which have not been overturned within the last 12months? If YES, please state level and reason:

Do you have a full, clean driving licence? If NO, please state endorsements and dates.

Have you ever been convicted of a criminal offence (which is not spent under the rehabilitation of Offenders Act 1974). If YES, please state offence (s) and dates:

**WORKING PATTERNS**

Please indicate the type of vacancy for which you would like to be considered.

Full time  Part Time\*  Temporary\*  (\*Please tick below)

<u>Part Time Positions</u>	MON	TUE	WED	THU	FRI
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PERSONAL REFERENCES

Where there are no relevant employment referees, you must provide two personal referees. These **should not be relatives**, but could be a school/college tutor or other professional person e.g. Doctor. Any offer of employment is conditional on receipt of satisfactory references.

Full Name:	Full Name:
Address:	Address:
Profession:	Profession:
For how long have you known this person?	For how long have you known this person?
Ref Code: VII	Ref Code: VIII

## PERSONAL DECLARATION

I confirm that the information given on this application form is correct to the best of my knowledge. I understand that any false/misleading information given in this application may result in my dismissal if I am appointed.

Daletech is exempt under the Data Protection Act 1998 and holds information about employees in either manual or computerised records in accordance with the guidelines. No information may be passed onto a third party, unless specified by law or without my express agreement. My signature below indicates my agreement to this.

Given the nature of our business, it may be necessary for security purposes for Daletech to carry out a credit reference check on senior management. Please tick here if you have any objection to such a check being undertaken.  NB: It must be understood that for certain jobs, a refusal may preclude an offer of employment being made.

**Applicant's Name:**  
**(block capitals please)**

**Applicant's Signature:**

**Date:**

**ADDITIONAL INFORMATION**

If you have any additional information, which you feel would benefit your application for employment, please enclose this when returning your application form and health questionnaire. Please do not include originals of employment references or certificates of education.

**RECRUITMENT OFFICE USE ONLY**

Regret Before Reason:

Regret After Reason:

Offer of Employment:

Department:

Job Title:

Overall Size:

Rate of Pay / Salary

Status: Full / Part time

Start Date:

References: Indicate Ref Code (s) & date sent:  / / ,  / / ,  / /

\*If part Time, please indicate chedule of hours below.

MON

TUE

WED

THUR

FRI

TOTAL

--	--	--	--	--	--	--