

Application for Employment



The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business purposes. Where this happens, processing, whether by means of a computer or otherwise, will take place in accordance with the terms of the Data Protection Act. By signing this form you will be providing Arrow Precision Limited/Powerball Limited with your consent to these uses.

1 Post Applied For

2 Personal Details

Title (Mr/Mrs/Miss/Ms/Other): _____ Forename(s): _____

Surname/Family Name: _____ Date of birth:

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Address: _____

Postcode: _____

Tel no. _____ National Insurance no.

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3 General Information

Do you hold a driving licence? ☐ Yes ☐ No Is your licence clean? ☐ Yes ☐ No

If No, list endorsements: _____ Vechile Type: _____

If the post requires it, will you:

Work overtime? ☐ Yes ☐ No

Work shifts or as otherwise required? ☐ Yes ☐ No

Travel? ☐ Yes ☐ No

4 Education - Please list all educational qualifications obtained, GCSEs, GNVQs, A Levels, degrees etc

Secondary School/College/University etc	From/To	Qualification(s) obtained	Subject(s)	Grade (if applicable)
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5 Work Related Skills and Qualifications

Please give details of all relevant specialist training courses attended, qualifications, awards, diplomas and licences etc obtained. Please specify when awarded, organising body and grades.

6

Health

Do you have any health problems or are you currently receiving any medical treatment which may prevent you from reasonably being able to carry out any of the duties of the role applied for?

☐ Yes

☐ No

If yes, please give details:

If your proposed application relates to a role where you will be required to use potentially hazardous machinery or equipment, are you currently taking any medication which may prevent you from using such machinery or equipment safely?

☐ Yes

☐ No

If yes, please give details:

If offered the role, would you be willing to undergo a medical examination if required? ☐ Yes ☐ No

7

Present (Last) Employment

Employer (and location): _____

Nature of Business: _____ Full or Part Time: _____

Job Title: _____ Permanent/Temporary: _____

Summarise the nature of your work and job responsibilities/achievements (if relevant):

Date joined company:

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Date left or notice period:

Reason for leaving:

Salary/Wage on leaving: £

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Previous Employment - Please give details of your previous employment history, starting with the most recent.

Employer (and location): _____

Nature of Business: _____ Full or Part Time: _____

Job Title: _____ Permanent/Temporary: _____

Summarise the nature of your work and job responsibilities/achievements (if relevant):

Date joined company:

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Date left or notice period:

Reason for leaving:

Salary/Wage on leaving: £

Employer (and location): _____

Nature of Business: _____ Full or Part Time: _____

Job Title: _____ Permanent/Temporary: _____

Summarise the nature of your work and job responsibilities/achievements (if relevant):

Date joined company:

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Date left or notice period:

Reason for leaving:

Salary/Wage on leaving: £

Employer (and location): _____

Nature of Business: _____ Full or Part Time: _____

Job Title: _____ Permanent/Temporary: _____

Summarise the nature of your work and job responsibilities/achievements (if relevant):

Date joined company:

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Date left or notice period:

Reason for leaving:

Salary/Wage on leaving: £

9 Relevant Experience and Other Information

Please provide details of any other experience, skills, interests etc which may be of relevance to your application. Additional sheets may be attached if necessary.

10 Other Information

Are you currently eligible for employment in the UK? ☐ Yes ☐ No Nationality: _____

What relevant documentation will you be able to provide in order to demonstrate this eg British passport, birth certificate, P45, payslip etc, showing authorisation to work and reside in the UK? _____

If not currently eligible, please explain: _____

Where did you learn of this vacancy? _____

Do you have any previous criminal convictions? ☐ Yes ☐ No

If yes, please provide details: _____

11 Pre-Booked

Have you got any holidays, training courses, part time employment, or any other activities that will interfere with you performing your duties?

☐ Yes ☐ No

If yes please give full dates and details:

12 References

Please give details below (name, address, position, contact no. if known) of two persons who are willing to give you a reference - one of which should be your present or last employer, if applicable).

Have you any objection to the references being obtained prior to interview? ☐ Yes ☐ No

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13 Declaration

I declare that to the best of my knowledge and belief, all particulars and information I have given are complete and true.

I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and/or render me liable to dismissal.

I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report.

Signed:

Date:

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Note: Arrow Precision Limited/Powerball Limited reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at an interview. By signing this form you will be giving your agreement for us to undertake such checks and confirming that you will co-operate with any such investigations.