

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Position applied for: \_\_\_\_\_

How did you hear of this vacancy? \_\_\_\_\_

### Personal Details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

(\*Optional – see guidance notes)

Home

Address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

(Please provide evidence – see guidance notes)

(\*Optional – see guidance notes)

### Education and Training

#### Qualifications/Examinations Passes (most recent)

Subject	Result	College/School/Awarding Body

#### Training/Development in Employment (most recent)

Subject/Course	Result	College/School/Awarding Body

#### Membership of Professional Institutes/Bodies/Reservists

Name of Organisation	Level of Membership	Membership Expiry Date
_____	_____	_____
_____	_____	_____

## Employment History

*Please give full details covering the last 10 years, working backwards from the most recent, including information on any breaks in employment. Please continue a separate sheet if necessary.*

Most Recent Position: \_\_\_\_\_ Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Brief Description of Responsibilities/Duties:

Reason for Leaving: \_\_\_\_\_

Previous Position: \_\_\_\_\_ Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Brief Description of Responsibilities/Duties:

Reason for Leaving: \_\_\_\_\_

Previous Position: \_\_\_\_\_ Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Brief Description of Responsibilities/Duties:

Reason for Leaving: \_\_\_\_\_

Previous Position: \_\_\_\_\_ Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Final Salary: \_\_\_\_\_

Brief Description of Responsibilities/Duties:

Reason for Leaving: \_\_\_\_\_

## Additional Information

**Do you have any unspent criminal convictions? Yes / No**

*(If yes, please give full details)*

**Where position requires use of a company car for business purposes:**

**Do you have a full driving licence? Yes / No**

*(If yes, please provide evidence – see guidance notes)*

**Number of penalty points on your licence:** \_\_\_\_\_

**Details of any previous/current driving convictions:** \_\_\_\_\_

**Why do you think you would be suitable for this position?**

**Please indicate your main interests and leisure pursuits including any community or volunteer work:**

## References

**Please provide names and addresses of two employment referees (inc. current / previous employer)**

*(Please note that no references will be taken up without your prior consent)*

**Company Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

\_\_\_\_\_

## Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them. The company treats personal data collected during the recruitment process in accordance with its data protection policy and policy on processing special category personal data and criminal records. Information about how your data is used and the basis for processing your data is provided in the company's job application Privacy Notice.

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process may render my contract of employment, if I am appointed, liable to termination.

**Signature:**

**Date:**

## **GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM**

Please complete all areas of the application form in as much detail as possible, using black or blue ink. Where necessary, please use and attach additional sheets.

The fields "Title" and "Date of Birth" have been marked optional – this information is required for administrative processes only and will not be used for recruitment and selection purposes. Completion of these fields is therefore at the applicant's discretion.

Once completed, this form and any attachments should be passed or sent to: Human Resources, Lymington Precision Engineers Co Ltd, Gosport Street, Lymington Hants SO41 9EE

**Please contact us if you require any assistance in completing this form**