

CONFIDENTIAL APPLICATION OF EMPLOYMENT

1. PERSONAL DETAILS			
Title: Dr/Mr/Mrs/Ms			
Surname:		Forenames:	
Address:			
		Postcode:	
Telephone:	Home:	Mobile:	

2. POSITION APPLIED FOR	
Position Title:	
If a position was offered when would you be available to start:	
Current Salary:	

3. WORKING HOURS			
Please Indicate if you are Prepared to work:			
Full-time:		Part-time:	
		Shift work:	

4. TRANSPORT				
Do you Own a Car?				
Have a current driving licence? (Provisional Full HGV No)				
Do you have any current endorsements? (Give details)				

5. MEDICATION	
Do you take regular medication?	Yes No
Are there any disabilities, which may be affected by your application?	Yes No
If Yes please describe disabilities and:	
(a) Any reasonable adjustments, which you feel, should be made to the recruitment process to assist you in your application for a job.	
(b) Any reasonable adjustments, which you feel, should be made to the job itself, which would enable you to carry out the job.	

6. LANGUAGES

Do you speak / write a foreign language?

Yes

No

Please give details:

7. EDUCATION

Schools attended	Subjects Studied	Examinations

8. FURTHER EDUCATION

Place of Education	Type of Training	Qualifications

9. IT SKILLS

Please list any IT skills you have:

10. EMPLOYMENT HISTORY

Please list your last three jobs or your previous jobs in the last five years and give a brief description of your duties, and your reasons for leaving.

11. INTERESTS & HOBBIES

Please give details of pastimes, sports etc:

Offices held in social/sports clubs etc:

12. PROFESSIONAL ORGANISATIONS

Are You a Member of any professional organisations, if so please list:

13. WORK PERMITS

Do you need a work permit to work in the UK? Yes No

If yes please give details:

14. OTHER WORK COMMITMENTS

If offered this position will you continue to work in any other capacity? (Please give details)

15. COMMUNITY & VOLUNTEER EXPERIENCE

List any community/volunteer experience you may have

Name and address of organisation	Position/title	Duties

16. PERSONEEL REFEREES

(not members of your family)

Name:		Name:	
Address:		Address:	
Occupation:		Occupation:	
Contact number:		Contact number:	

17. OTHER INFORMATION

Why do you want to work for Cellbond?

Where did you hear of the vacancy?

Please detail the amount of Parental Leave you have taken

18. ADDITIONAL PERSONAL DETAILS

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of race, colour, nationality, ethnic origin, sex, sexual orientation, disability, age, religious beliefs or marital status. This information is used for no other purpose and will be treated as confidential.

Ethnic group:

White	Black-Caribbean	Black-African	Black-other	(Please specify)
Indian	Pakistani	Bangladeshi	Chinese	Other (please specify)

19. RECRUITMENT POLICY

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, nationality, ethnic origin, sex, sexual orientation, disability, age, religious beliefs or marital status.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company 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 may be sufficient for, if employed, dismissal.

Signature:

Date: