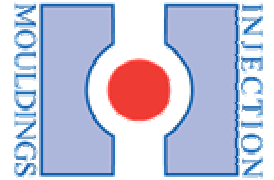


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APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Job Reference Number:

Applicant Reference Number:

Position applied for:

How did you hear of this vacancy? (include date)

A PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Contact Telephone Numbers (including STD Codes)
	Home:
	Business: (Tick Box if you do not want to be contacted at work) <input type="checkbox"/>
	Mobile:
National Insurance Number:	Do you need a work permit to take up employment in the UK? Yes/No
	Detail:

B EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed).

Name(s) and Address(es) Of School(s)/College(s)	Dates		Subjects/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	To	From		

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SPECIALIST INJECTION MOULDERS
 SERVING INDUSTRY WITH QUALITY AND SERVICE SINCE 1960

REGISTERED OFFICE: PENTLAND INDUSTRIAL ESTATE, LOANHEAD, MIDLOTHIAN EH20 9QH • REGISTERED IN SCOTLAND NO. 35460



FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University / College / Institute Attended	Dates		Subjects Studied / Type of Training	Qualifications Obtained
	To	From		

PROFESSIONAL ASSOCIATIONS: Please whether you are a member of any professional association, and if so which, and at what level:

FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence both oral and written.

C EMPLOYMENT HISTORY

Please list In reverse order all the organisations for which you have worked during the last 20 years:

Name and Address(es) Of Employer(s)	Dates		Position Held / Main Duties	Starting / Leaving Salary	Reason for Leaving
	To	From			

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILLS OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on a separate sheet if necessary).

D SUPPLEMENTARY INFORMATION

<p>Are you in good health? If no, please give further information:</p>	Yes / No
<p>Are you prepared to undergo a medical examination prior to employment?</p> <p>Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders Legislation) If Yes, please provide preliminary details, including all relevant dates: :</p> <p>Depending upon the nature of the vacancy for which you are applying, employment may be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau. Information received will be treated in the strictest confidence and will generally be retained by the Organisation for a period of 6 months or for as long as is deemed necessary. A criminal record will not necessarily be a bar to obtaining employment with the Organisation.</p>	<p>Yes / No</p> <p>Yes / No</p>
<p>Please give dates of any holidays arranged:</p>	
<p>Are you subject to any restraints in your current or future employment? If yes, please give further information:</p> <p>Please provide copies of any work permits or Right to Reside Documentation</p>	Yes / No
<p>Do you have any commitments which might limit your working hours? If yes, please give further information:</p>	Yes / No
<p>Are you willing to work overtime and weekends when required?</p>	Yes / No
<p>Salary Range Expected:</p>	
<p>How much notice do you require to give to leave your present employment?</p>	Weeks
<p>Have you worked for us before? If yes, please give reason for leaving:</p>	Yes / No
<p>Please list your interests, sports, hobbies etc.</p>	
<p>Do you have a current full driving licence?</p>	Yes / No
<p>Does your licence have any current endorsements? If yes please give further information:</p>	Yes / No
<p>Can we approach your present / most recent employer for a reference</p>	Yes / No

PLEASE GIVE THE NAMES AND ADDRESSES OF TWO REFEREES WHO ARE NOT RELATED TO YOU, WHO CAN BE APPROACHED FOR A CONFIDENTIAL ASSESMENT OF YOUR SUITABILITY FOR THIS JOB (One of these must normally be a previous employer).

Can we approach your present / most recent employer? Yes / No

Name, Position, Address and Telephone Number	Name, Position, Address and Telephone Number

(Tick in the box if you do not wish your employer to be contacted before an offer of employment is made)

F DECLARATION OF APPLICANT

<p>DECLARATION OF APPLICANT</p> <p>I confirm that the above information is correct.</p> <p>I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.</p> <p>I consent to the Organisation using and keeping information I have provided on this application or elsewhere in the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and as long as is deemed necessary thereafter. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary for the purpose of recruitment and may use it to contact me in the event of there being any other vacancies for which I may be suitable.</p> <p>Signed Date</p>

Interviewed by:	Date:		
Comments / Areas to Examine:			
Decision (Tick as applicable)	Reject <input type="checkbox"/>	Further Interview <input type="checkbox"/>	Accept <input type="checkbox"/>
Interviewer's report and reasons for decision:		Rejection Letter Sent	Yes / No
APPOINTMENT RECORD		REQUEST FOR REFERENCES	
CONDITIONAL OFFER LETTER		Date sent:	
Date sent:		Response:	
Response:		Good / Satisfactory / No Reply / Suspect / Unreliable	
Acceptance / Refusal / No Reply			
MEDICAL / MEDICAL REPORT		OTHER CONDITIONS	
Date sent:		Further proof of NI Number or right to work requested:	
Response:			
Good / Satisfactory / Suspect / Unreliable			
Starting Date:	Grade:	Job Title:	
Starting Salary:		Personnel / Clock Number:	