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**JOB APPLICATION FORM**

|                            |      |    |                          |             |
|----------------------------|------|----|--------------------------|-------------|
| <b>FOR OFFICE USE ONLY</b> |      |    |                          | <b>REF:</b> |
| RECEIVED BY PERSONNEL      | DATE |    |                          |             |
| TO BE INTERVIEWED          | YES  | NO | IF SO, FOR WHAT POSITION |             |
| INTERVIEWER                | DATE |    | TIME                     |             |

|                 |  |
|-----------------|--|
| <b>NAME</b>     |  |
| <b>ADDRESS</b>  |  |
|                 |  |
| <b>POSTCODE</b> |  |

|                    |  |                      |  |
|--------------------|--|----------------------|--|
| <b>HOME TEL No</b> |  | <b>MOBILE TEL No</b> |  |
| <b>GENDER</b>      |  | <b>NATIONALITY</b>   |  |

|  |     |    |   |     |    |
|--|-----|----|---|-----|----|
| <b>DO YOU NEED A WORK PERMIT TO WORK IN THE UK?</b>  | YES | NO | <b>IF SO, DO YOU HAVE ONE? (BRING WITH YOU)</b> | YES | NO |
| <p>Asylum and Immigration Act 1996. The Asylum and Immigration Act 1996 prohibits the employment of any person who is not entitled to work within the United Kingdom. Therefore, <b>all successful applicants will be required to produce documentary evidence</b> of their right to work within the United Kingdom, prior to commencement of employment. E.g. UK Passport, Birth Certificate, P45. P60 etc.</p> |     |    |   |     |    |

|  |     |    |                                       |     |    |
|--|-----|----|---------------------------------------|-----|----|
| <b>DO YOU HOLD A CURRENT FULL DRIVING LICENCE?</b> | YES | NO | <b>DO YOU HAVE ANY ENDORSEMENTS ?</b> | YES | NO |
|--|-----|----|---------------------------------------|-----|----|

|                                       |     |    |
|---------------------------------------|-----|----|
| <b>IS THIS A SPECULATIVE ENQUIRY?</b> | YES | NO |
|---------------------------------------|-----|----|

|   |     |    |                                  |
|---|-----|----|----------------------------------|
| <b>IS THERE A SPECIFIC POSITON YOU'RE APPLYING FOR?</b> | YES | NO | <b>IF SO WHAT POSITION?</b>      |
|   |     |    | <b>WHERE DID YOU HEAR OF IT?</b> |

|  |  |  |  |
|--|--|--|--|
| <b>ARE YOU IN WORK AT THE MOMENT, IF SO WHERE?</b> |  | <b>WHAT ARE YOUR CURRENT PAY AND CONDITIONS?</b> |  |
| <b>DO YOU HAVE ANY OTHER PART TIME WORK?</b>       |  | <b>IF SO, STATE WHERE AND HOURS PER WEEK.</b>    |  |
| <b>WHAT NOTICE WILL YOU BE REQUIRED TO GIVE?</b>   |  |  |  |

HUMAN RESOURCES MANUAL  
EMPLOYMENT HISTORY (MOST RECENT FIRST)

| EMPLOYER | FROM | TO | POSITION & DUTIES | SALARY | REASON FOR LEAVING |
|----------|------|----|-------------------|--------|--------------------|
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |
|          |      |    |                   |        |                    |

| EDUCATIONAL HISTORY          |      |    |                |        |  |
|------------------------------|------|----|----------------|--------|--|
| SCHOOLS, COLLEGES & TRAINING | FROM | TO | QUALIFICATIONS | GRADES |  |
|                              |      |    |                |        |  |
|                              |      |    |                |        |  |
|                              |      |    |                |        |  |
|                              |      |    |                |        |  |
|                              |      |    |                |        |  |
|                              |      |    |                |        |  |

| MEDICAL HISTORY                                     |     |    |   |     |    |
|---|-----|----|---|-----|----|
| GIVE DETAILS OF ANY SERIOUS ILLNESS PAST OR PRESENT |     |    |   |     |    |
| ARE YOU DISADVANTAGED IN ANY WAY?                   | YES | NO | DO YOU REQUIRE SPECIAL ACCESS?          | YES | NO |
| DO YOU HAVE EYE IMPAIRMENT?                         | YES | NO | ARE YOU WILLING TO TAKE AN EYE TEST?    | YES | NO |
| DO YOU HAVE HEARING IMPAIRMENT?                     | YES | NO | ARE YOU WILLING TO TAKE A HEARING TEST? | YES | NO |

**HOBBIES AND INTERESTS**

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**REFERENCES. PLEASE PROVIDE DETAILS OF TWO WORK REFERENCES, MOST RECENT IF POSSIBLE.**

|                  |  |                  |  |
|------------------|--|------------------|--|
| <b>NAME</b>      |  | <b>NAME</b>      |  |
| <b>POSITION</b>  |  | <b>POSITION</b>  |  |
| <b>ADDRESS</b>   |  | <b>ADDRESS</b>   |  |
| <b>POST CODE</b> |  | <b>POST CODE</b> |  |
| <b>TEL No</b>    |  | <b>TEL No</b>    |  |

**CAN WE APPROACH YOUR CURRENT EMPLOYER FOR A REFERENCE BEFORE WE OFFER YOU A POSITION?**

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**HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE (OTHER THAN A MINOR ROAD TRAFFIC OFFENCE), WHICH IS NOT A SPENT CONVICTION WITHIN THE MEANING OF THE REHABILITATION OF OFFENDERS ACT 1974?**

**YES**      **NO**

**IF YES, PLEASE GIVE FULL DETAILS, INCLUDING INFORMATION OF ANY PROCEEDINGS CURRENTLY BEING BROUGHT AGAINST YOU.**

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**HAVE YOU EXERCISED YOUR RIGHT TO TAKE STATUTORY PARENTAL LEAVE?**

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**IF YES PLEASE PROVIDE DETAILS OF THE LEAVE TAKEN FOR EACH CHILD**

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**DECLARATION**

I declare that I have answered the questions in this form truthfully and that, to the best of my knowledge, all the information I have given is correct. I understand that, if I am employed and it later becomes apparent that the information is not accurate, I will be dismissed.

**APPLICANTS SIGNATURE**

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|  |
|--|

**DATE**

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|  |
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Please return the completed form (and CV if available) to,

**AWS ELECTRONICS LTD**  
PERSONNEL ADMINISTRATION OFFICE  
CROFT ROAD  
NEWCASTLE UNDER LYME  
STAFFORDSHIRE  
ST5 0TW