

LAWNSWOOD FENCING Ltd.

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____

REF. NO: _____

Surname:	Forename(s):	Title: Mr / Mrs / Miss / Ms
Address:		
Postcode:	Nation Insurance No:	
Home Tel. No: Mobile No:	Date of Birth:	
Current Driving Licence: Yes / No	Details of Endorsements:	
Fork Lift Licence: Yes / No	List Type i.e. counterbalance etc:	
Experience with Diesel Forklifts: Yes / No	Experience with Electric Forklifts: Yes / No	
Current Employer:	Notice Period Required:	
Address:	Tel. No:	

EDUCATION HISTORY

Schools/Colleges:	Qualifications gained:

EMPLOYMENT HISTORY (please complete in full and use a separate sheet if necessary)

From – To	Name & Add Of Employer	Job Title	Duties	Salary / Rate of Pay	Reason for Leaving

REFERENCES

Please provide details of 2 work related and 2 character referees from whom we may obtain references.

Work 1:

Work 2:

Character 1:

Character 2:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities: **YES / NO**.

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list any diseases, disorders, allergies, muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences. **(Please continue on a separate sheet if necessary).**

Please list any relevant experience and why you feel you are suitable for this position.

DECLARATION (Please read this carefully before signing this application)

- 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**
- 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**
- 3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Company, any offer of employment may be withdrawn or my employment terminated.**

Signed:

Date:

FOR OFFICE USE ONLY

Interview date:

Offer letter: Y / N

Rejection letter: Y / N

Acceptance: Y / N

References: Y / N

Medical: Y / N