



## **APPLICATION FOR EMPLOYMENT**

Thank You for applying to us for employment. Please read this application form carefully before completion. The information you are asked to provide will be used to assess your suitability for the position for which you are applying. All Information will be treated in the strictest confidence. Please ensure that you complete all sections of the application form in full.

### **PERSONAL DETAILS**

|                            |                |
|----------------------------|----------------|
| Title (Mr, Mrs, Miss etc): | Address:       |
| First Name (s):            |                |
| Surname/Family name:       |                |
| Tel No:                    | Post Code:     |
| Mobile No:                 | Email Address: |

|   |
|---|
| Are you over 18? YES/NO<br>If no, provide date of birth ..... |
|---|

### **VACANCY DETAILS**

|  |  |
|--|--|
| Position applied for:  |  |
| If you are not applying for a specific vacancy, what type of work are you looking for? |  |

| <b>Working Patterns:</b>   | <b>Please tick:</b> |
|--|---------------------|
| 6:00am -2:00pm (40 hour week Monday-Friday)                                    |                     |
| 2:00pm -10:00pm (40 hour week Monday-Friday)                                   |                     |
| 8:00am -5:00pm (40 hour week Monday-Friday) SEWING ONLY (1pm Finish on Friday) |                     |
| 10:00pm-6:00am (40 hour week – Sunday-Thursday)                                |                     |

|   |
|---|
| Have you completed this form yourself? YES/NO |
|---|

### **CURRENT/MOST RECENT EMPLOYMENT DETAILS**

|                                    |   |
|------------------------------------|---|
| Full name and address of employer: | Outline the nature of your job and your responsibilities: |
|                                    |   |
| Job Title:                         | Date from                      to                         |
| Annual Salary/ Hourly Rate:        | Notice Period Required:                                   |
| Reason for leaving:                |   |

### **Employment References:**

Please note that employment references will be sought from your current or most recent employer, plus at least one other from the above. The Company retains the right to withdraw the offer of employment should unsatisfactory references be received.

**PREVIOUS EMPLOYMENT**

|                                       |  |
|---------------------------------------|--|
| 1. Full name and address of employer: | Outline the nature of your job and you responsibilities: |
|                                       |  |
| Job Title:                            | Date from                      to                        |
| Annual Salary/ Hourly Rate:           | Reason for leaving:                                      |
| 2. Full name and address of employer: | Outline the nature of your job and you responsibilities: |
|                                       |  |
| Job Title:                            | Date from                      to                        |
| Annual Salary/ Hourly Rate:           | Reason for leaving:                                      |

|   |
|---|
| Where did you find out about the vacancy? E.g. Newspaper, Job Centre, Vacancy Board, Internet, Speculative, through Friend:   |
| Do you hold a valid full clean driving licence?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> No driving licence <input type="checkbox"/><br>If no please state endorsements and dates: |
| Please give the dates of any holidays or appointments booked in the next 6 months:  |
| Do you have any friends or relatives working at Fibreline?  |

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| <b><u>Asylum &amp; Immigration Act 1996</u></b>   |  |  |  |  |  |  |  |  |  |  |
| Under the Asylum and Immigration Act 1996, you are required to provide evidence of your right to work in the UK, if called for an interview you will be advised of the documents you will need to provide which will then be checked to ensure the company complies with current legislation. If you have a National Insurance number please write it here: |  |  |  |  |  |  |  |  |  |  |
| <table border="1" style="width: 100%; height: 20px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>  |  |  |  |  |  |  |  |  |  |  |
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| <b><u>Rehabilitation of Offenders</u></b>  |
| Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?<br>Please tick: Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please provide details: |

|  |
|--|
| <b><u>Declaration</u></b>  |
| I declare that the information given on this application form is, to my knowledge, true. I understand that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice.<br>Signed: .....<br>Date: ..... |