



POSITION APPLIED FOR:

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APPLICANT DETAILS:

Title:	National Insurance No:
First Name:	Surname:
Address:	
Postcode:	
Telephone:	Mobile:
Email:	

ELIGIBILITY TO WORK IN THE UK:

You must bring the original documentation if invited to interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.

Tick if applicable

<input type="checkbox"/>	British Passport or UK Birth Certificate	<input type="checkbox"/>	Non-European passport with relevant work visa
<input type="checkbox"/>	Passport showing right to live & work in the UK	<input type="checkbox"/>	Any other document that supports your eligibility to work in the UK

BACKGROUND CHECKS:

Do you hold a current driving licence valid in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Details of any endorsements (if none, please insert "N/A")		
Do we need to make any specific arrangements in order for you to attend the interview?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details:		
Have you ever been convicted of a criminal offence, which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please give details:		



EMPLOYMENT HISTORY:

Starting with your most recent employer; please give details of your employment history.

Name of Employer:

Type of Business:

Address:

Postcode:

Reason for Leaving:

Employed From:

Employed To:

Salary:

Position Held:

Summary of your duties and responsibilities in this role:

Name of Employer:

Type of Business:

Address:

Postcode:

Reason for Leaving:

Employed From:

Employed To:

Salary:

Position Held:

Summary of your duties and responsibilities in this role:



Name of Employer:	
Type of Business:	
Address:	
Postcode:	
Reason for Leaving:	
Employed From:	Employed To:
Salary:	Position Held:
Summary of your duties and responsibilities in this role:	

ACADEMIC HISTORY:		
Date of Study	Name & Address of School or College	Qualifications Achieved

REFERENCES:	
Please provide reference details for your previous employers to cover the last five years of your employment history. If this is your first role, please provide details of your school or college.	
Reference 1	Reference 2
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:



PERSONAL STATEMENT:

Please use this section to tell us about your experience and what skills you can bring to the role. Tell us about why you have applied for this position and what you hope to achieve in the role if you are successful.

DATA PROTECTION STATEMENT:

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be obtained from the HR department.

EMPLOYEE DECLARATION:

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 offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Date:

PLEASE RETURN THIS FORM TO:

FAO: HR Department
Ivor King (CEC) Limited
Haunchwood Park Industrial Estate
Galley Common
Nuneaton
CV10 9PD

Alternatively return by email to hr@ivorking.co.uk