

Application Form



Position applied for

Date available to start/Notice Period

Under the Asylum and Immigration Act all new employees must now provide evidence they can work legally in the UK. Only original documents (not copies) are acceptable. Employment will not be offered unless evidence is provided.

Please bring ONE of the following: Passport, National Identity Card, Residence Permit, Home Office Application Registration Card/, or other Home Office issued documents endorsed to show you can stay and work in the UK.

If you are unable to bring one of the above, please bring a document giving your National Insurance Number (e.g. P45, P60, NI Card) together with one of the following; Birth Certificate, Certificate of Registration or Naturalisation, Home Office letter or Immigration Status document showing you can stay and work in the UK.

If you are unable to bring any of the above, you must bring a work permit issued by Work Permits UK and a passport or Home Office issued letter showing you can stay and work in the UK.

Personal Details

Surname _____ Forename(s) _____

Address _____

_____ Post Code _____

Home Telephone _____ Mobile _____

Nationality _____ National Insurance Number _____

Are you eligible to work in the UK? Yes No

Have you completed this application form yourself? Yes No

Do you have your own transport or rely on public transport? Own Public

Have you previously applied for a position within the Flamstead Holdings' group? Yes No

Have you previously had an interview within the Flamstead Holdings' group? Yes No

If yes who did you see _____

Would you require any special provision for an interview (e.g. Sign language interpreter, access to buildings, day, or the time of day to be taken into account? Yes No

If yes, please give details below.

Have you ever worked for a Flamstead Holdings' company before? Yes No

If yes, where did you work and position held _____

Reason for leaving _____

Do you know/or are you related to any one currently working for the Flamstead Group? Yes No

Name _____ Relationship _____

When are you available to work

I am interested in working: (please tick all boxes that apply)

12 hour continental day shifts (4 on 4 off)

Daytime shifts (other than 12 hours)

12 hour continental night shifts (4 on 4 off)

I am able to work weekends

Monday to Friday

I would prefer not to work weekends

Day shifts (6am to 6pm)

I have experience of working in a warehouse

Night shifts (6pm to 6am)

I have experience of working in a factory

School & Further Education

Give details of Schools, Colleges and Universities attended, and qualifications gained.

Where	From	To	Qualifications

Certificates Held

Give details of any certificates held. (FLT, MEWP, Combi Lift, First Aid, Health & Safety, etc). Please enclose copies with your application.

Licences

Give details of any driving licences held, and any endorsements.

Personal Interests

Let us know your personal interests/sports/pastimes.

Most recent employment

Give details of your current or position last held.

Name and Address of Employer _____

Job Title _____

Date from _____ To _____

Salary/Hourly Rate _____

Post Code _____

Duties/Responsibilities _____

Reason for leaving _____

What about before

Give details of previous positions.

Name and Address of Employer _____

Job Title _____

Date from _____ To _____

Salary/Hourly Rate _____

Post Code _____

Duties/Responsibilities _____

Reason for leaving _____

Name and Address of Employer _____

Job Title _____

Date from _____ To _____

Salary/Hourly Rate _____

Post Code _____

Duties/Responsibilities _____

Reason for leaving _____

Please continue on separate sheet if necessary.

Offenders

Rehabilitation of Offenders Act 1974

Have you been convicted of a criminal offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? Yes No

Are there currently any outstanding charges against you? Yes No

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant to the post. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having and 'unspent' conviction will not necessarily impede you from employment. This will depend on the circumstances and background of your offence(s).

If your answer to either of the above is 'yes', please provide details on a separate sheet. Please state the position applied for and give details of your conviction, including the date and nature of the offence, date of conviction and sentence imposed. The sheet should be enclosed in a sealed envelope, addressed to the HR department and marked 'Private and Confidential'.

Certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare ALL criminal records, 'spent' or 'unspent'. The job particulars will state if the post which you are applying for is such a position.

If you are appointed and an unspent conviction or a declaration regarding the Rehabilitation of Offenders Act 1974 is not disclosed or inaccurate details are provided, such information/action may be considered to be gross misconduct which may result in your dismissal.

Driving at Work

Anyone being employed by the Company as a driver or who may be required to drive a Company vehicle will be subject to regular Driving Licence checks. Please complete the declaration below.

Driving Licence Number:	
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Declaration

I authorise and direct the DVLA to disclose to the Company, all relevant information about my driver record from the computer register of drivers they keep.

This includes; personal details, driving entitlements, endorsement details, disqualifications, convictions and photo images and CPC details (where appropriate). It does not include any medical information.

This information will only be used for the purpose of confirming my entitlement to drive and will be confidential.

Signature:	
Date:	

References

You must provide two personal referees. These should not be relatives.

Current/Last Employer

Company _____

Name _____

Address _____

Telephone Number _____

Previous Employer/Character Reference

Company _____

Name _____

Address _____

Telephone Number _____

Please note that employment references will be sought from your last employer and after acceptance of employment, also from your current employer. The company retains the right to withdraw the offer of employment or terminate the contract of employment should unacceptable references be received. Completion of this form will be taken as your consent to apply for references.

Confirmation

To the best of my knowledge, I confirm that the information provided on this form is correct. I understand false information may lead to my dismissal. Any job offer is subject to a trial period and satisfactory references. (which will be detailed in a contract of employment). If I am not offered a position I agree my details may be kept on file for 6 months in consideration for future vacancies, and in line with the Candidate Privacy Notice, which can be viewed on our Careers page at www.hlplastics.co.uk

Signature

Date

I have enclosed a copy of my current CV