

CONFIDENTIAL



OFFICE USE:
INTERVIEW
DATE.....

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE IN BLOCK CAPITALS

POSITION APPLIED FOR: _____ WAGE/SALARY EXPECTED: _____
SURNAME: _____ FIRST NAMES _____
ADDRESS: _____ IS THIS YOUR PERMANENT ADDRESS? YES ___ NO ___
_____ ARE YOU A U.K CITIZEN? YES ___ NO ___
_____ ARE YOU ELIGIBLE TO WORK IN THE UK? YES ___ NO ___
POSTCODE : _____ PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY
TEL NO: _____ NAME: _____ TEL NO: _____
MOBILE NO: _____ RELATIONSHIP: _____
E-MAIL: _____ ARE ANY RELATIVES OR FRIENDS EXISTING EMPLOYEES
N.I. NO: _____ IF YES, WHO _____

EDUCATION AND TRAINING

RESULTS OF EXAMINATIONS TAKEN AT SECONDARY SCHOOL

FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

EMPLOYMENT HISTORY

DATE FROM-TO	LAST OR PRESENT EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
	NAME: ADDRESS: TEL NO: CONTACT NAME		
	PREVIOUS EMPLOYER CONTACT NAME:		
	PREVIOUS EMPLOYER CONTACT NAME:		

AMOUNT OF NOTICE REQUIRED TO TERMINATE PRESENT EMPLOYMENT: _____
ALL ENGAGEMENTS ARE MADE ON THE BASIS OF UP TO A 3 MONTH PROBATIONARY PERIOD (OR AS SPECIFIED)

REFERENCES

MAY WE ASK A PREVIOUS EMPLOYER FOR A REFERENCE? YES _____ NO _____ CONTACT NAME _____

WE WILL NOT APPROACH YOUR PRESENT EMPLOYER WITHOUT YOUR PERMISSION.

MAY WE ASK YOUR PRESENT EMPLOYER? YES _____ NO _____ CONTACT NAME _____

PERSONAL INFORMATION

HOBBIES AND OUTSIDE INTERESTS

DO YOU HOLD A CURRENT DRIVING LICENCE? YES _____ NO _____ HOW WOULD YOU TRAVEL WORK?

ANY ENDORSEMENTS? YES _____ NO _____

CAR OWNER YES _____ NO _____

HAVE YOU WORKED FOR US BEFORE? YES _____ NO _____

IF YES, GIVE DETAILS INCLUDING REASONS FOR LEAVING

HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE (WHICH IS NOT A SPENT CONVICTION WITHIN THE MEANING OF THE REHABILITATION OF OFFENDERS ACT 1974)? YES _____ NO _____

GIVE FULL DETAILS HERE:

PLEASE GIVE DETAILS OF PRE-ARRANGED HOLIDAYS

ARE YOU SUBJECT TO ANY POST TERMINATION RESTRAINTS OF TRADE CLAUSES? YES _____ NO _____

IF YES. PLEASE GIVE DETAILS: _____

ARE YOU WILLING TO WORK OVERTIME AND WEEKENDS WHEN REQUIRED? YES _____ NO _____

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE TO DISMISSAL.

SIGNATURE: _____ DATE: _____

DATA PROTECTION

STRUCTURE-FLEX IS AWARE OF ITS OBLIGATIONS UNDER THE GENERAL DATA PROTECTION REGULATION (GDPR) AND IS COMMITTED TO PROCESSING YOUR DATA SECURELY AND TRANSPARENTLY. OUR PRIVACY NOTICE SETS OUT, IN LINE WITH GDPR, THE TYPES OF DATA THAT WE COLLECT AND HOLD ON YOU AS A JOB APPLICANT. IT ALSO SETS OUT HOW WE USE THAT INFORMATION, HOW LONG WE KEEP IT FOR AND OTHER RELEVANT INFORMATION ABOUT YOUR DATA.

YOU CAN FIND A COPY OF OUR PRIVACY NOTICE ON OUR WEBSITE.

www.structure-flex.co.uk

FOR OFFICE USE ONLY
COMMENTS:

SIGNATURE: _____ NAME: _____