

PACT ENGINEERING LTD

CONFIDENTIAL APPLICATION FORM

It is the Company's Policy to employ the best quality personnel and provide Equal Opportunities for the advancement of employees including promotion and training and not to discriminate because of race, colour, national origin, age, sex, marital status or disability.

1. POSITION APPLIED FOR: _____		
Are you	a) Responding to an Advertisement? If yes, where advertised _____	Yes/No
	b) Making a general enquiry to the Company about suitable vacancies? Please give details _____	Yes/No

2. PREPARED TO WORK:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Temp <input type="checkbox"/>
Days of the Week Available (Please Circle)	Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/Sunday			

3. PERSONAL DETAILS:	
Surname _____	First Names _____
Address _____	
Post Code _____	Date of Birth _____
Email _____	
Telephone (Home) _____	Mobile _____

4. EDUCATION/TRAINING: Please detail all School/College Courses taken and list any Company based Training relevant to your Application.		
Subjects Studied	Dates	Qualifications Achieved
	From To	

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS	Please detail below

6. Car Owner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any current endorsements Yes / No If Yes, please specify below					

7. CURRENT/PREVIOUS EMPLOYMENT

Please include details of your most recent employment here, and use the spaces below to give details of other employment, working backwards from the most recent.

A. Present/Previous Employer _____

Address _____

Type of Business _____ Start Date _____ Leaving Date _____

Reason for Leaving _____

Current/Finishing Pay £ _____ Per _____ Position Held _____

Main Duties/Responsibilities _____

B. Previous Employer _____

Address _____

Type of Business _____ Start Date _____ Leaving Date _____

Reason for Leaving _____

Position Held _____

C. Previous Employer _____

Address _____

Type of Business _____ Start Date _____ Leaving Date _____

Reason for Leaving _____

Position Held _____

D. Previous Employer _____

Address _____

Type of Business _____ Start Date _____ Leaving Date _____

Reason for Leaving _____

Position Held _____

If you wish to provide any additional information to support your application, please attach to this form

Are there any disabilities which may affect your application?

Yes

No

If yes, please specify?

Are there any reasonable adjustments which you feel should be made to enable you to attend an interview and/or carry out your duties in the work environment?

Yes

No

If Yes, please specify

9. ADDITIONAL PERSONAL DETAILS

Applicants are requested to tick the relevant boxes below to enable the Company to follow the Codes of Practice for the elimination of discrimination. This information will be treated as confidential.

Male

Female

National Insurance Number

Which Languages do you Speak?

Which Languages do you Read?

10. HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

(Declaration subject to Rehabilitation of Offenders Act)

Please give details

11. HOBBIES AND INTERESTS. Please give details.

If employed by the Company, will you continue to work in any other capacity? (Give details)

If you wish to do so, please give details of next of kin or person who can be contacted in the event of an emergency.

Name _____ Relationship _____

Address _____

Telephone Home _____ Mobile _____

REFERENCES

<u>Employer Reference</u>	<u>Personal Reference</u>
Name of Company _____	Name _____
Address _____	Address _____
_____	_____
Contact Name _____	Relationship _____
Telephone Number _____	Telephone Number _____

I authorise the Company to obtain references in support of this application once an offer has been made and accepted and release the Company and referees from any liability caused by giving and receiving information.

I confirm the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature _____ Date _____

PLEASE COMPLETE ALL PARTS OF THE APPLICATION FORM AND RETURN IT BY POST TO:

**PACT ENGINEERING LTD , MIDLAND ROAD, LUTON,
BEDFORDSHIRE, LU2 0HR OR EMAIL TO : engineering@pact-engineering.co.uk**