

Dalton Lane
 Keighley
 West Yorkshire
 BD21 4JU
 Tel: (01535) 212200
 Fax: (01535) 212232



APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Position Applied for:	
Department:	Ref No:

Please complete the application form in **BLACK INK**

PERSONAL INFORMATION

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify:</i>			
Forename(s):		Surname:	
Home Address		Correspondence Address (<i>if different</i>)	
Home Tel:	Mobile:	Work Tel:	Email:

PRESENT OR LAST EMPLOYER

Employer:	Position held:	
Address:	From:	To:
	Duties:	
Notice Required:		
Reason for leaving your present/last employer:		
Current or last salary:		

Please state the number of days illness during the last 12 months:

Do you have a clean driving licence? YES / NO

Do you consider yourself to have a disability? YES / NO

Details:

If yes, are there any arrangements you would like us to make if you were interviewed?

PREVIOUS EMPLOYMENT

Employer's Name & Address

From

To

Position held &
Nature of Duties

Reason for
leaving

(please continue on a separate sheet if necessary)

EDUCATION, QUALIFICATIONS & TRAINING

Schools & Colleges (attended from age 11)	From	To	Qualifications obtained ('O'/'A' levels, GCSE or equivalent)	Date	Grade

Further/Higher Education (establishments attended)	From	To	Qualifications obtained	Date	Grade

(Please continue on a separate sheet if necessary)

Professional Training/Qualifications with dates and levels attained (please indicate, and include study in progress):

Other relevant training courses with dates:

Membership of learned/professional bodies:

Please outline clearly the skills, knowledge and experience you have and how it would enable you to undertake this post effectively (please continue on a separate sheet if necessary)

Empty space for providing skills, knowledge, and experience.

RIGHT TO WORK IN THE UK

Nationality:	National Insurance Number:
Do you have a current passport from a member state of the EU? YES / NO	
If NO, what documents will you produce to demonstrate your right to work in the UK? Please see List 1, list 2A and list 2B for our requirements.	

CRIMINAL RECORDS DISCLOSURE

Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? YES / NO *if YES, please provide details*

Are you currently the subject of any criminal proceedings or police investigation? YES / NO *if YES, please provide details*

below

DATE	NATURE of SUMMONS/CHARGE/CAUTION/ALLEGATION	COURT	SENTENCE or ORDER

REFERENCES

Please give the full names and addresses of two people (other than relatives or friends) with recent and relevant knowledge of you and your work, who can provide a professional reference.

One should be your current or most recent employer. All offers of employment are subject to satisfactory references.

Present or Most Recent Employer *(please delete as necessary)*

Name & Title	Company Name & Address:	
Position Held:		
Tel:	Fax:	Email:

Other Referee

Name & Title	Company Name & Address:	
Position Held:		
Tel:	Fax:	Email:

May we approach your referees for a reference before interview? YES / NO

DATA PROTECTION

All parts of the information on this form may be stored in manual and/or computer files and used for the purposes of Human Resources administration. All data held will be subject to the Data Protection Act 1998.

DECLARATION

By signing this form you are indicating your understanding and acceptance of the following provisions:

- To the best of your knowledge the information you have given on this form is correct and may be used as part of your contract of employment
- The provision of false information may result in disqualification or termination of your employment
- You consent to the processing of your data for the purposes described in the "data protection" section of this form.

Signed: _____

Dated: _____

PROOF OF THE RIGHT TO WORK IN THE UK

ORIGINALS OF THE FOLLOWING DOCUMENTS MUST BE PROVIDED AT INTERVIEW

Either **one** document from **List 1**, or **two** documents from **either, List 2A or List 2B**.

LIST 1

- A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport containing a certification of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
- A passport or national identity card, issued by a State which is party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
- A United Kingdom resident issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities treaties which confers rights of entry to or residence in the United Kingdom.
- A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
- A passport of other travel document endorsed to show that the holder has current leave to enter, or remain, in the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
- A Registration Card which indicates that the holder is entitled to take employment in the United Kingdom.

LIST 2A

- A document issued by a previous employer, Inland Revenue, the department for Work and Pensions', Jobcentre Plus, the Employment Service, the training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number of the person named in the document;

and one of the following documents

- A birth certificate issued in the United Kingdom, the Channel Islands, the Isle of Man or Ireland which specifies the names of the holder's parents
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation as a British citizen
- A letter issued by the Home Office, to the holder, which indicates that the person named in it has been granted Indefinite Leave to Enter or Remain in the United Kingdom
- An Immigration Status Document Issued by the Home Office, to the holder, endorsed with a United Kingdom Residence, which indicates that the holder has been granted indefinite Leave to Enter or Remain in the United Kingdom
- A letter issued by the Home Office, to the holder, which indicates that the person named in it has subsisting leave to enter or remain in the united Kingdom and is entitled to take the employment in question in the United Kingdom
- An Immigration Status Document issued by the Home Office, to the holder, endorsed with a United Kingdom Residence Permit, which indicates that the holder has been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

LIST 2B

- A work permit or other approval to take employment issued by Work Permits UK

and one of the following documents

- A passport or other travel document endorsed to show that the holder has current Leave to Enter, or remain in the United Kingdom and is permitted to take the work permit employment in question
- A letter issued by the Home Office to the holder, confirming the same.

EQUAL OPPORTUNITIES IN EMPLOYMENT

NAME _____ DATE _____
 ADDRESS _____ POSTCODE _____
 POST _____

Gesipa Blind Riveting Systems Limited is striving to be an Equal Opportunity Employer. In order to monitor the effectiveness of our equal opportunities policy and strategy, it is necessary for us to collect information from all job applicants and employees on the key characteristics which relate to equality in employment.

The information collected will form a CONFIDENTIAL record which is separate to your application, and will not form part of the selection process.

Please mark the following boxes with a tick.

ETHNIC ORIGIN	
White - British	
White - Irish	
White - any other White background*	
Black - Caribbean	
Black - African	
Black - any other Black background*	
Asian - Indian	
Asian - Pakistani	
Asian - Bangladeshi	
Asian - any other Asian background*	
Chinese	
Mixed - White and Black Caribbean	
Mixed - White and Black African	
Mixed - White and Asian	
Mixed - any other Mixed background*	
Any other Ethnic group*	

GENDER	
Male	
Female	

AGE	
16 - 19	
20 - 29	
30 - 39	
40 - 49	
50 - 59	
60+	

DATE OF BIRTH	

* If you have ticked any 'other' box, please give details:

ARE YOU DISABLED?

YES / NO

Disability is defined by the Disability Discrimination Act 1995, as a "physical or mental impairment, which has a substantial and long term adverse effect on a Person's ability to carry out normal day to day activities". "Long-term" means that it must have lasted or be expected to last, at least 12 months.

NATIONALITY (please specify)

HAVE YOU BEEN EMPLOYED BY GESIPA BEFORE?

YES / NO

ADVERTISING MEDIA

Please indicate where you saw this post advertised
