

# APPLICATION FORM

## (CONFIDENTIAL APPLICATION FOR EMPLOYMENT)

MR / MISS / MRS / MS / OTHER (please specify)	FULL NAME:
ADDRESS	HOME TELEPHONE NO:
	MOBILE TELEPHONE NO:
	NATIONAL INSURANCE NUMBER:
POSTCODE	

POSITION APPLIED FOR

WHERE DID YOU HEAR OF THIS VACANCY?

- Word of mouth ☐
- Company Banner ☐
- Newspaper/Other advert ☐ please specify \_\_\_\_\_
- From a current VEKA employee ☐ please state employee name \_\_\_\_\_
- Other ☐ please specify \_\_\_\_\_

### EDUCATION

DATES		SCHOOLS ATTENDED FROM AGE 11	EXAMINATIONS SUBJECTS AND RESULTS
FROM	TO		

### FURTHER EDUCATION

DATES		NAME OF COLLEGE/UNIVERSITY OR OTHER INSTITUTION ATTENDED	EXAMINATIONS SUBJECTS AND RESULTS
FROM	TO		

DO YOU HOLD A FULL UK DRIVING LICENCE?      YES ☐      NO ☐

## EMPLOYMENT HISTORY

PLEASE GIVE DETAILS OF EMPLOYMENT HELD, STARTING WITH PRESENT OR MOST RECENT

DATES		NAMES OF EMPLOYER, ADDRESS AND NATURE OF BUSINESS (include service in armed forces)	POSTION HELD, DUTIES AND RESPONSIBILITIES	SALARY AND BENEFITS	REASON FOR LEAVING
FROM	TO				

GIVE DETAILS OF ANY SPECIALISED TRAINING RECEIVED AND/OR COURSES ATTENDED (use additional sheet if required)

OTHER QUALIFICATIONS AND SKILLS (including languages, professional qualifications, keyboard skills etc.)

## ADDITIONAL INFORMATION

IF APPLYING FOR AN ADVERTISED OR PARTICULAR VACANCY YOU WILL HAVE BEEN SENT AN APPROPRIATE JOB DESCRIPTION. WITH REFERENCE TO THIS, PLEASE STATE HOW YOUR SKILLS AND/OR ABILITIES ETC. MATCH TO THE ROLE IN QUESTION.

INTERESTS/HOBBIES: (Give details of pastimes, interests etc.)

ARE YOU SEEKING FULL TIME OR PART TIME EMPLOYMENT?

ARE YOU PREPARED TO WORK SHIFTS? (If applicable to the job)

IF PRESENTLY EMPLOYED, WHAT NOTICE PERIOD ARE YOU REQUIRED TO GIVE?

IF OFFERED THIS POSITION WILL YOU CONTINUE TO WORK IN ANY OTHER CAPACITY? YES/NO  
(If YES please give details)

DO YOU NEED A WORK PERMIT OR WORKERS REGISTRATION SCHEME CERTIFICATE FOR PERMANENT EMPLOYMENT IN THE UK? YES/NO

(If YES please give details and attach a copy of permit/certificate to this application)

PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS:  
(excluding those which are 'spent' as defined by the Rehabilitation of Offenders Act 1974)

## REFERENCES

PLEASE GIVE THE NAMES AND ADDRESSES OF TWO PERSONS WHO ARE IN A POSITION TO COMMENT ON YOUR PROFESSIONAL/WORK ABILITY (*not members of your family*) Details of referees from your two most recent employers are preferred. No references will be sought until after an offer of employment has been made. All offers will be subject to satisfactory references being received.

NAME:	NAME
ADDRESS:	ADDRESS:
OCCUPATION:	OCCUPATION:
TELEPHONE NO:	TELEPHONE NO:

IF YOU WISH TO DO SO, PLEASE GIVE DETAILS OF NEXT OF KIN OR PERSON WHO CAN BE CONTACTED IN AN EMERGENCY.

NAME:
ADDRESS:
RELATIONSHIP:
TELEPHONE NO: (Business) (Home)

## RECRUITMENT POLICY AND DECLARATION

It is the Company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training. It is our policy not to discriminate against any person because of race, sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, civil partnerships, religion and belief, disability or age.

I authorise the Company to obtain references to support 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 that 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:** \_\_\_\_\_

### Data Protection Act

By signing and returning this application form, you consent to VEKA plc using and keeping information about you provided by you or by third parties, such as references, relating to your application or future employment.

**Please return completed application forms to: The Human Resources Department at VEKA plc, Farrington Road, Rossendale Road Industrial Estates, Burnley, Lancashire, BB11 5DA.**

**Telephone: 01282 716611**

**Fax: 01282 725279**

**Email: ukrecruitment@veka.com**