

## Application for Employment Form

The information provided on this application form will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent administration if the application is successful.

**Please answer all sections fully and in your own handwriting.**

Position you are applying for:

### Personal Details

Title:

First Name:

Surname:

Address Line 1:

Address Line 2:

Town or City:

Post Code:

Home Telephone:

Mobile:

Email:

Date of Birth:

Gender:

☐

Male

☐

Female

National Insurance No:

Marital Status:

Number of Children:

Nationality:

Are you entitled to work in the UK  
without having a work permit?

☐

Yes

☐

No

Are you a European Economic Area (EEA)  
citizen?

☐

Yes

☐

No

Are you currently working in the UK on a  
work permit?

☐

Yes

☐

No

**Please note.** All candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National insurance card, P45 or P60 showing name or NI number or letter from the Home Office showing right to work in the UK).

## Your Health

Please give details of any health or disability concern(s):

Do you consider yourself to be physically and mentally capable of performing all activities required of the position you are applying for?

☐ Yes☐ No

How many sickness absence days have you had in the last 12 months?

## General Information

Do you have a criminal record?

☐ Yes☐ No

If yes, what was the nature and date of offence and the sentence received?

Do you have a full and current driving license?

☐ Yes☐ No

If yes, specify type (i.e. motor car / HGV etc):

Have you any driving endorsements?

☐ Yes☐ No

If yes, give details of offence and number of points received:

Will you use your own motor vehicle to travel to and from work? Y N

☐ Yes☐ No

Will you work overtime?

☐ Yes☐ No

Will you work shifts or other flexible working arrangements if required?

☐ Yes☐ No

Do you currently have any form of secondary employment or public service commitments (e.g. magistrate, councillor, territorial army, emergency services, bar work etc)?

☐ Yes☐ No

If yes, please give details:

How did you hear about this vacancy?

Have you previously made any application for employment with Torkingtons?

☐ Yes☐ No

If yes, please give details:

## Education and Qualifications

List details of GCE O Level, CSE, GCSE, NVQ, A Level, Degree qualifications etc:

School / College or University etc	From - to dd/mm/yyyy	Qualification	Subject	Grade

## Employment

What is your employment status?

### Relating to your current (last) employment

Basic hour rate / salary:

Overtime per year:

Bonus per year:

Pension per year:

*Confirmation of earnings  
may be required upon  
acceptance of our  
employment offer.*

### Employment history (most recent first)

Employer name, location, and nature of business	Your position	From - to dd/mm/yyyy	Main duties	Reason for leaving

## Work-related Skills

Give details of any work-related certificates, diplomas, commendations you have attained (e.g. CNC programming, first aid, fork lift truck etc.). Please specify when awarded, organizing body and grades (if applicable):

## Other Skills

Give details of any other skills you have?  
(e.g. computer literacy etc.):

Hobbies and Interests:

## References

All appointments are subject to the receipt of satisfactory references. Please provide details of a referee to whom strictly confidential enquiries may be made. The referee should ideally be your supervisor/manager in your current/last employment.

## Employment

Name:

Position:

Company Name:

Contact Telephone:

Please state when we may contact your  
referee by telephone:

## Declaration

I declare that the information I have given is correct to the best of my knowledge and belief. I understand that any false declaration, misleading statement or significant omission will disqualify my application or render me liable to dismissal if employed.

I agree to the above declaration

Signed

Dated

Post your completed application form to:

Employment Opportunities  
Torkington Engineers Limited  
Bailey Road  
Trafford Park  
Manchester  
M17 1SA

Torkington Engineers Limited  
Tel: 0161-872 8931