

Employment Application

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the recruitment selection process and in connection with any subsequent employment or placement. For successful applicants your data will form part of your employment history. For unsuccessful applicant data will be held for a period of six months before being deleted. All data will be held in secure locations and will be accessible to HR and recruiting managers.

Position Applied For:

Have you worked with us before?	Have you any relatives working for us?	YES / NO
YES / NO	If yes, who?	
If yes, when?	Relationship	

Personal Details

Last Name:	Initials:
Address:	
Post Code:	
Telephone:	
Home: Mobile: Work:	
Email Address:	
For positions that involve travelling for business reasons, do you hold a current driving licence? (please tick)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
What would be your method of transport into work?	
National Insurance Number: _____ / _____ / _____ / _____ / _____	

Present Job or Most Recent Employment

Job Title:	
Name of Employer:	
Employer Address:	
Post Code:	
Present Salary / Wage:	Other Benefits:
Date of Appointment:	Notice Required / Leaving Date:

Job Responsibilities

Brief Description of Present or Most Recent Job Responsibilities:
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Employment History

From	To	Employers Name	Job Title & Brief Description of Duties	Reason For Leaving

Education

Secondary School / College / University	Qualifications Gained

Membership of Professional or Trade Bodies

Name of Body & Membership Status	Since

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 and additional amendments, all prospective employees will be asked to provide evidence of eligibility to work in the UK. Before employment commences, we will need to see and take a copy of an official document (e.g. your passport, birth certificate, a document showing your national insurance number and / or a valid work permit). More details will be provided if you are selected.

Are you currently eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need to obtain official authorization to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

General Experience / Further Information

Please refer to the job description and person specification included with your information pack. Using the space below please provide examples/evidence of how you meet the criteria listed.

Additional Information

Please add anything further to support your application including any skills, licences e.g. Forklift, H.G.V. or training courses which are appropriate to the job for which you are applying:

Criminal Convictions

Subject to the Rehabilitation of Offenders Act (1974), have you ever been convicted of a criminal offence?

Yes No If yes, please give details:

References

Please give details of two employment referees who we could approach for references:

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:
Email Address:	Email Address:
Referee contactable before offer is made? Yes <input type="checkbox"/> No <input type="checkbox"/>	Referee contactable before offer is made? Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration

The details described in this application and any supporting information is, to the best of my knowledge, true and complete. I confirm that this form has been completed by me. I understand that giving false information may later render me liable to summary dismissal if I take employment with the Company. I understand that any information I give may be investigated within limits under the Data Protection Act. I also understand that the Company is permitted to hold personal information about me as identified on this application form as part of its personnel records and may disclose such information to third parties as part of the recruitment process. This applies to information held, used or disclosed in any medium.

Please be advised that all candidates offered a position at M&H Plastics will be required to complete a confidential medical questionnaire and may also be required to attend a medical examination/health assessment.

Signature:	Date:
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