

APPLICATION FORM



PRIVATE AND CONFIDENTIAL

Please complete and return to

Human Resources Department, Hamworthy Combustion Engineering Limited, Fleets Comer, Poole, Dorset BH17 0LA

Tel: 01202 662571/2. Fax: 01202 662588. Email: hr@hamworthy-combustion.com

HUMAN RESOURCES DEPARTMENT USE ONLY

REFERENCE: _____ APPL. SENT: _____ ACTION: INTERVIEW OFFER REGRET
FILE: _____ COMMENTS: _____

POSITION APPLIED FOR:

Personal Details

Please answer in the spaces provided using **BLOCK CAPITALS**.

Preferred Title Surname First names

NI Number

Home / Permanent Address

Postcode _____

Current Address (if different from above)

Postcode _____

Tel. No. Home Tel. No. Business Please tick if discretion required

Tel. No. Mobile Email

Will you require a work permit for regular employment in the U.K.? Yes No

Should you be offered a position you will be expected to provide evidence of eligibility to work in the UK.

Do you have the use of a car or other means of transport? Yes No

General Information

How did you hear about this vacancy?

Have you previously been employed by this company? Dates

Position Department

If offered a position, how soon would you be able to take up employment with us?

Education & Training

Short listed candidates will be expected to provide evidence of qualifications listed on this application.

General Education Please give details of secondary schools attended

Dates		Name & address of school	Examination - give all subjects taken and grades Mention any scholarships, prizes or other distinction
From	To		

Further Education Please give details of course (including secretarial, craft, postgraduate and professional qualifications)

Dates		University, College or Institute	Course and major subjects studied	Qualifications obtained
From	To			

Training Please give details of any other relevant training you have undertaken

Dates		Organising body	Nature of training course
From	To		

Are you a member of any professional association? Yes No

Please give name/section of association

Particulars of membership of professional associations

Employment Record

Please begin with your present or most recent position and work backwards, including any service in H.M. Forces.

Hamworthy Combustion reserves the right to take up references with your previous employers. References will be taken up at the same time as offer of employment is made. Please state if this is not acceptable and advise when a reference can be taken.

Present or Last Employment

Employer's name & address/nature of business	Position held and main responsibilities
From _____ To _____ Request Reference Final Salary _____ Yes <input type="checkbox"/> No <input type="checkbox"/> Referee _____ If no, date reference can be taken	Reason for leaving _____

Previous Employment

Employer's name & address/nature of business	Position held and main responsibilities
From _____ to _____ Final Salary _____ Referee _____	Reason for leaving _____

Employer's name & address/nature of business	Position held and main responsibilities
From _____ to _____ Final Salary _____ Referee _____	Reason for leaving _____

Employment record prior to the above (summary)

From	To	Name of Company	Location	Position Held	Final Salary

Salary and benefits sought

Additional Information

Please outline the abilities or experience which you think would enable you to succeed in the position applied for

Please continue on separate sheet if necessary

Other Relevant Skills: Indicate briefly any other interests, skills or qualifications not mentioned elsewhere
(e.g. language fluency, computer skills, community activities, etc.)

Hobbies and Interests

Do you hold a current full driving licence? Yes No

Evidence of a current driving licence will be required for employees who are provided with a company vehicle as part of their conditions of employment.

Motoring Offences

Please give details of any motoring offences you have committed which are still current and the cumulative penalty points incurred.

Have you been convicted of a criminal offence? Yes No

If yes, nature of offence

Date of conviction Sentence imposed

Have you any criminal charges pending? Yes No

If yes, nature of offence

DECLARATION

Please check all the answers you have given on this application form and read the statement below carefully before signing it.

For the purposes of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file and to Hamworthy Combustion verifying the information I have provided with relevant third parties in administering its recruitment process.

I certify that the above information is, to the best of my knowledge, true and complete and understand that if any details are found to be false, any offer of employment and/or benefits may be withdrawn or employment terminated

Signature of Applicant **Date**