

## APPLICATION FOR EMPLOYMENT

Position Applied For:	How did you hear about the position:	
Surname:	First Names :	
Address:	Mobile Telephone:	
	Land Line Telephone:	
	Date of Birth:	
Town:	National Insurance No:	
Postcode:	Email:	
Are there any adjustments that may be required to be made should you be invited for interview <b>(please circle)</b>		
<b>No</b>	<b>Yes</b> (please give details)	
<b>DRUG &amp; ALCOHOL TESTING</b>		
The Company has zero tolerance towards drugs and alcohol. We operate a random Drug & Alcohol testing policy. Are you prepared to accept this policy? <span style="float: right;"><b>No    Yes</b></span>		
<b>HEALTH &amp; SAFETY</b>		
Have you ever had an industrial claim from any previous employer? (please circle)		
<b>No</b>	<b>Yes</b> (please give details)	
Are you willing to take full responsibility for your own health and safety whilst at work <span style="float: right;"><b>No    Yes</b></span>		
Are you willing to adhere to the Company's Health and Safety rules at all times <span style="float: right;"><b>No    Yes</b></span>		
Are you a registered First Aider <span style="float: right;"><b>No    Yes</b></span>		
Are you a registered Fire Marshall <span style="float: right;"><b>No    Yes</b></span>		
<b>DRIVING</b>		
Do you hold a full driving license <span style="float: right;"><b>No    Yes</b></span>		
If 'Yes', what type of vehicle are you eligible to drive <b>Car    Motorcycle    PSV    HGV    Other</b> (please specify)		
Do you currently have any points on your license? <span style="float: right;"><b>No    Yes</b></span> If <b>Yes</b> how many?		

**ELIGIBILITY TO WORK IN THE UK**

Are you currently eligible for employment in the UK?

**No    Yes**

Please state what documentation you can provide to demonstrate this, e.g. British passport / European Economic Area identity card / full birth certificate / passport or travel document showing an authorisation to reside and work in the UK.

**NB:** Should you be shortlisted you will be expected to bring this documentation with you to the interview. Any offer of employment will be subject to successful verification of your right to work in the UK.

**EMPLOYMENT HSITORY**

Please state your current wage/salary excluding overtime/bonus: £\_\_\_\_\_per week/month/year (delete as appropriate)

Employer	From	To	Position	Reason for Leaving

**EDUCATION & TRAINING**

Place of Study	Qualification	Grade

**Apprenticeship / Training Completed**


**Educational, Technical and Professional Qualifications (Please name any awarding or professional body in full and attainment level specifying grades or grade of membership)**


**Other Relevant Skills**


**Do you have armed service / public duty commitments** **No**   **Yes**  
(E.g. are you a member of the TA / a JP / a councillor, etc.)

If **'Yes'**, please give details

**What are your hobbies / interests?**

**Please list any facts which you think may be useful when considering your application:**

Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974) **No**   **Yes**

If **'Yes'**, please provide details

How soon would you be available for work:

Do you have any pre booked holidays planned **No**   **Yes**  
If **'Yes'**, please give dates

--

## REFERENCES

Please provide two professional references below:

Referee 1	Referee 2
Name:	Name:
Company Name:	Company Name:
Position in Company:	Position in Company:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

## DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

## DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, checks on relevant qualification, employment eligibility and criminal convictions, a probationary period and (if the company believes it appropriate) a medical report, all of which must be deemed, by MTL as satisfactory.

**Signed:**

**Date:**

HR FO 001aa	Issue 3	Updated Dec 2015	Review April 2016	Approved By: A Adams
Issued to :	Shared Drive: HR Policies, Procedures & Forms			