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# APPLICATION FORM

Post applied for:

## PERSONAL DETAILS:

Surname: \_\_\_\_\_ Title(Mr/Mrs/Miss/Ms): \_\_\_\_\_

Forename: \_\_\_\_\_

Home Address \_\_\_\_\_  
(inc. Post Code) \_\_\_\_\_

Tel no: \_\_\_\_\_ Mobile no: \_\_\_\_\_  
email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_

National Insurance no: \_\_\_\_\_ Work Permit Needed: \_\_\_\_\_ Yes/No

Period of notice in present post: \_\_\_\_\_

Are you in good health? Yes/No. If not, please state reason(s): \_\_\_\_\_

How many days sickness absence have you taken in the last two years? \_\_\_\_\_

Do you hold a current clean driving license? \_\_\_\_\_

Please give your present/last annual salary and details of any additional benefits/allowances: \_\_\_\_\_

## REFERENCES

Please provide the names and address of two referees(relatives may not be given as referees)

1	2

Tel no: \_\_\_\_\_ Tel no: \_\_\_\_\_  
Fax no. \_\_\_\_\_ Fax no. \_\_\_\_\_  
email address: \_\_\_\_\_ email address: \_\_\_\_\_

Job title of referee:  
Relationship to you:

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**EDUCATION AND QUALIFICATIONS**

Secondary School	Subject	From (mth / yr)	To (mth / yr)	Grades
College / Institute	Subject	From (mth / yr)	To (mth / yr)	Results
Any other Qualifications / Training				

**CURRENT AND PREVIOUS APPOINTMENTS**(please start with most recent)

Employer's name, address and type of business	Positions held (briefly describe duties)	From(mth/yr) To (mth/yr)	Reason for leaving

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Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job. Please include any hobbies and interests you may have.

### **DATA PROTECTION STATEMENT**

Access to this information will be restricted to Tweddle Fabrications Ltd. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) for the duration of my contract of employment and to fulfil the statutory, or recommended retention periods when I am no longer an employee at Tweddle Fabrications Ltd.

I confirm that all the information given on this form is complete and correct by signing below.

Signature:..... Date:.....

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.