



Identification Number

FAO: Samantha Garland - Personnel

APPLICATION FOR EMPLOYMENT

(Please complete in BLOCK CAPITALS and continue on a

separate sheet if necessary)

Wilfried Way
Tonyrefail
CF39 8JQ
Tel: 01443 678400
Fax: 01443 672444
e-mail:
hr@ensinger.co.uk
www.ensinger.co.uk

Position applied for:

How did you hear about this vacancy?

A. EDUCATION AND TRAINING:

Please give full details of education, training and qualifications (including dates)

B: PROFESSIONAL ASSOCIATIONS:

Please state whether you are a member of any technical or professional association

C: INTEREST IN ENSINGER LIMITED:

What are your reasons for seeking alternative employment. Please give reasons why you want to work for ENSINGER

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D: EMPLOYMENT HISTORY:

Please list, in reverse order, the organisations for which you have worked (please include information such as your job title, a brief description of your duties, employment dates, your final salary and your reason for leaving)

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE:

Please give any additional information relating to your skills, knowledge and experience, which you feel may be relevant to your application

I confirm that the information contained on this form is accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

Signed: Date:

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PERSONAL INFORMATION

(Please complete in BLOCK CAPITALS)

This information is for personnel use only and will be detached from your application

A. PERSONAL DETAILS

Full Name:	
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Title: (for example; Mr, Mrs, Miss, Ms, Dr)

Address:		Postcode:	
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Contact Details (please put cross against preferred contact method)			
E-mail address:			
Telephone	Home:		
	Business:		
	Mobile:		

B. HEALTH

How many sick days have you had in the last twelve months?	<input style="width: 50px;" type="text"/>
Have you ever suffered from any serious illness, injury or had any major operation? If yes, please give details:	YES / NO
Are you currently taking any medication that may affect you in the workplace? If yes, please give details:	YES / NO
Are you disabled? If yes, please give details and specify whether you need any special arrangements for interview.	YES / NO

C. SUPPLEMENTARY INFORMATION

Do you have any commitments which might limit your working hours? (ie. Military reserve, local government). If yes, please give details:	YES / NO

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(cont...)

Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Act 1974)? If yes, please give further information:	YES / NO
Do you have a current driving licence? Please indicate what type of driving licence you hold? Does your licence have any current endorsements? If yes, please give details:	YES / NO Full / Provisional / LGV / PCV YES / NO
Please list your interests, sports, hobbies, etc.	
How much notice are you required to give to leave your present employment?	<input type="text"/>
Salary Range Expected:	£ <input type="text"/>

D. REFERENCES

Please give the names, addresses and telephone numbers of two referees who are not related to you. (one of these should be your current/previous employer).

NOTE: REFEREES WILL ONLY BE APPROACHED IF AN OFFER OF EMPLOYMENT HAS BEEN MADE AND ACCEPTED

1.

2.

I confirm that the information contained on this form is accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

Signed:

Date:

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EQUAL OPPORTUNITIES MONITORING

(Please complete in BLOCK CAPITALS)

This section will be detached from your application and used solely for monitoring purposes.

Thank you for your assistance in completing this form.

A. GENDER: (please specify)

B. MARITAL STATUS:

- Single Separated Other
 Married Divorced
 Civil Partner Widowed

C. AGE BAND:

- 16 - 20 36 - 40 56 - 60
 21 - 25 41 - 45 61 - 65
 26 - 30 46 - 50 65 - 70
 31 - 35 51 - 55 70 +

D. DEPENDANTS:

- Pre-School Other
 School Age N/A

E: ETHNIC ORIGIN:

White

- British Irish Any other white background

Mixed

- White/Black Caribbean White/Black African White/Asian Any other mixed background

Asian or Asian British

- Indian Pakistani Bangladeshi Any other Asian background

Black or Black British

- Caribbean African Any other Black background

Chinese or Other

- Chinese Other Ethnic group:
 (please specify)

F: SEXUAL ORIENTATION:

- Hetrosexual Bisexual
 Homosexual Transsexual

G: RELIGION OR BELIEF:

- Christian Catholic Jewish Sikh
 Muslim Hindu Buddhist Rastafarian
 None Other (please specify):

ENSINGER Limited recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. All information provided on this form will be treated in confidence and used solely by the personnel department for the purpose of providing statistics for equal opportunities monitoring.