

# Job Application Form



<b>Vacancy Details</b>
Post title:
Source of information about the vacancy (e.g. newspaper, website etc):

<b>Personal &amp; Contact Details</b>
Name:
Address:
Post Code:
Please complete your preferred contact method(s)
Telephone: <input type="checkbox"/> Home:
<input type="checkbox"/> Work:
<input type="checkbox"/> Mobile:
<input type="checkbox"/> Email address:

<b>General Information</b>
Do you hold a current driving licence?                      Yes/No
Is it full/Provisional/LGV/HGV (state which class)/PCV?
Asylum and Immigration Act 1996: Are you eligible to work in the UK?                      Yes/No
If you are offered this position, would you need to obtain a work permit prior to taking up the employment?                      Yes /No

<b>Reference Details</b>	
Please provide the name and contact details of two people who can provide references, one of whom must be your current or last employer.	
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Position/Occupation:	Position/Occupation:
How known:	How known:
I give / do not give permission to take up my references prior to an offer of employment and I consent / do not consent to the Company contacting the individuals above for the purpose of collecting an employment reference.	
Name:	
Signature:	

<b>Employment History (Current)</b>	
Present Position:	Dates (From & To):
Employer's Name & Address:	
Current Salary:	Notice Period:
Reason for Leaving:	
Post Held and Main Responsibilities:	

<b>Employment History (Previous Positions - Most recent first)</b>			
Employer's Name and Address	Dates (From & To)	Post Held and Main Responsibilities	Reason for Leaving

**Please continue on a separate sheet if necessary**

<b>Educational, Technical and Professional Qualifications</b>		
School, College, University, Organisation attended (latest first)	Dates to & from	Qualifications attained and grades
<b>Please continue on a separate sheet if necessary</b>		

<b>Personal Development</b>
Please include any training courses, membership, voluntary work or responsibilities you consider relevant
<b>Please continue on a separate sheet if necessary</b>

**Reasons for Applying/Additional Information**

*Please use this page to provide us with any other information about your skills, experience, knowledge and abilities which you consider relevant*

**Please continue on a separate sheet if necessary**

**Data Protection Statement**

The information that you provide on this form will be used in the processing of your application for employment. If you are offered the position the information will be used in the administration of your employment with us. By signing this Application Form you will be agreeing to the processing and retention of sensitive personal data in line with our Privacy Notice for Job Applicants (available on our website – [www.graham-eng.co.uk](http://www.graham-eng.co.uk)).

**Declaration**

I declare that the information I have given in this Job Application Form is complete, accurate and true. I understand that withholding information or providing misleading or false information will disqualify me from the recruitment process or appointment or, if appointed, may result in my being disciplined or dismissed.

Signed :

Date :

**Please return your completed Application Form to:** HR Department, Graham Engineering Ltd, Whitewalls Industrial Estate, Edward St, Nelson, Lancashire BB9 8SY or e-mail to [recruitment@graham-eng.co.uk](mailto:recruitment@graham-eng.co.uk)