

H+H UK Ltd
Celcon House
Ightham Sevenoaks
Kent TN15 9HZ
Tel: 01732 886333
Fax: 01732 886810



Application for Employment – Non-Manual (PLEASE COMPLETE ALL SECTIONS CLEARLY IN FULL AS WE DO NOT ACCEPT APPLICATIONS WHERE YOU HAVE WRITTEN “SEE CV” IN ANY OF THE SECTIONS)

Position applied for..... Location

Date.....

Surname First Names

N.I. No.

Are you a British subject or a national of any EU country: YES / NO*

Do you have the legal right to work in the UK YES / NO*

Please state any restrictions on your right to work in the UK and the expiry date
Of any permissions:.....

.....
.....

Address

.....
.....

Post Code.....

Tel. No. Home.....

Mobile.....

Email.....

Do you require any special arrangements to be made for your interview on account of a disability? YES / NO*

If “yes”, please give details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview, and thus meet our obligations under the Equality Act 2010

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Car Owner? YES / NO * Driving Licence - Provisional / Full / No * Categories of vehicles

Details of current endorsements

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- Delete as appropriate

*** Education, qualifications and training**

Secondary education

From Mth Yr	To Mth Yr	Name and type of school	Examination results (subjects and grades)	Dates

Further and higher education

From Mth Yr	To Mth Yr	Name of Univ / College / Institute	Qualification	Subjects	Method of study (Full/part time/ correspondence)

Other qualifications / courses attended / membership of professional institutes / etc.

Dates	Details

Employment details - 1. Present or last employer

From Mth Yr	To Mth Yr	Employer's name and address and nature of business	Job title	Responsible to	Outline of duties
Leaving/present salary		Reason for leaving/wishing to leave		Name of referee	

Employment details - 2. Previous two employers

From Mth Yr	To Mth Yr	Employer's name and address and nature of business	Job title	Responsible to	Outline of duties
Salary on leaving		Reason for leaving		Name of referee	
From Mth Yr	To Mth Yr	Employer's name and address and nature of business	Job title	Responsible to	Outline of duties
Salary on leaving		Reason for leaving		Name of referee	

Employment details - 3. Other employment experience prior to that already listed, if applicable. Please list most recent first.

From Mth Yr	To Mth Yr	Organisation's name and address	Job title	Outline of duties	Name of referee

General

Period of notice required to present employers.....

Do you have any holiday commitments? YES / NO* If 'yes', please give details

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Are you related to or known by any employee of the company? YES / NO* If 'yes', please give details

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Have you a part time job? YES / NO* If 'yes', please give details

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Have you ever become redundant or been dismissed? YES / NO* If 'yes', please give details.....

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Please give details of any commitments that may limit your working hours (e.g. Military Reserve, Local Government, Judicial, etc.)

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Have you been convicted of any criminal offence? YES / NO* If 'yes', please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975:

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Where did you see the vacancy advertised, or hear of it?

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**Further information in support of your application
(e.g. Career ambitions, special reasons for wishing to join the company, outside interests or commitments and leisure activities)**

Declaration

I hereby apply for employment and declare that the information given on this application is true and accurate to the best of my knowledge. I understand that any false declaration will invalidate my application or, if employed, may be regarded as grounds for termination.

I hereby consent to approaches being made to any of my previous employers for the purpose of obtaining references. I hereby give my consent to H+H UK LTD carrying out checks on my qualifications.

If employed I undertake to abide by the terms and conditions of that particular employment and the company's general rules and procedures and I accept the personal obligations and responsibilities under Health and Safety legislation.

I give permission for all or part of this information to be held on both manual and computerised records to which I may request access.

Signed **Date**

No approach will be made to your present employer without your separate permission being given.

