

APPLICATION FORM

for employment with



Hadleigh Castings Limited
Pond Hall Road Hadleigh Suffolk
IP7 5PW Tel: 01473 827281

Before you start: Please complete this form clearly. If you need the form in another format or need any adjustments for interview or assessment please contact us using the number above. Evidence of right to work in the UK will be requested before employment starts.

VACANCY DETAILS

Application for the position of	
Where did you hear about this vacancy?	☐ HCL website ☐ Indeed ☐ Employee referral ☐ Agency ☐ Social media ☐ Other: _____
Date of Application	

PERSONAL DETAILS

Full Name:			
Address:			
Contact Number(s)		Email:	
Date of Birth		National Insurance No.	
Best time to you	☐ Morning ☐ Afternoon ☐ Evening ☐ No preference		

RIGHT TO WORK IN THE UK

Do you currently have the right to work in the UK	YES	NO
If your right to work is time-limited, please provide details:		

Please note: HCL will complete the appropriate right to work check before employment starts. Please do not send original identity documents with this application.

EMPLOYMENT DETAILS *(We may contact these to obtain references)*

Dates from/to Current First	Name & Address of Employer	Position held with brief description of duties and reason for leaving	Salary on leaving

AVAILABILITY AND WORKING PATTERN	
Salary / hourly rate expectation:	
Working patterns you can consider:	☐ Days ☐ Nights ☐ Rotating shifts ☐ Overtime ☐ Weekends ☐ Other _____
Current notice period:	

ROLE REQUIREMENTS AND ADJUSTMENTS	
Some roles at HCL may involve manual handling, standing for periods of time, use of PPE, working in a hot or dusty manufacturing environment, shift work, and following safety-critical procedures. Can you meet the essential requirements of the role, with or without reasonable adjustments?	
☐ Yes ☐ No ☐ I would like to discuss reasonable adjustments	
If you would like to tell us about adjustments you may need for interview, assessment or the role, please provide brief details or contact us separately:	

EDUCATION, TRAINING & QUALIFICATIONS (including apprenticeships)			
Dates from/to	School/College/University/Other Training Provider	Details of course or training undertaken	Qualification awarded

PROFESSIONAL OR TECHNICAL ASSOCIATIONS		
Dates from/to	Name of Association	Status

SUPPORTING INFORMATION
Please tell us why you are interested in this role and any relevant experience.
Please give details of your interests, hobbies and spare time activities.

CRIMINAL CONVICTIONS

Have you been convicted of any criminal offences that are not spent under the Rehabilitation of Offenders Act 1974?

Yes

No

Please give details

DRIVING LICENCE (Please answer these questions if applying or to be considered for a driving vacancy)

I have a full UK driving licence (or EU equivalent)

Yes

No

I have held my licence for two years or more

Yes

No

I have never been convicted of drink or drug related driving offences

Yes

No

Number of points on my licence

REFERENCES

Please provide two referees who have been acquainted with you within the last five years (please include your current or most recent employer where possible). References will be requested after a conditional offer of employment has been made.

Name:

Name:

Relationship

Relationship

Organisation

Organisation

Tel. No.

Tel. No.

Email

Email

Thank you for taking the time to complete this application form. The information you have provided will be used for recruitment purposes and handled in accordance with UK data protection legislation. Information will be kept securely and only for as long as necessary.

DECLARATION

I confirm that the information I have provided is true and complete to the best of my knowledge. I understand that providing false information or any willful mis-statement may result in withdrawal of an offer or, if employed, disciplinary action up to and including dismissal.

Signed:

Dated:

Please contact us on 01473 827281 if you need the application form in an alternative format or if you need any adjustments for the interview