

APPLICATION FORM for employment with



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

Please complete all sections and sign and date the declaration of page 3. The information supplied on this application will be treated as **STRICTLY CONFIDENTIAL**.

Application for the position of	
Where did you learn of this vacancy?	

PERSONAL DETAILS	
Surname	Forenames
Address	
Postcode	
Home Telephone No	Second Telephone No
National Insurance No	Date of Birth

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

EDUCATION, TRAINING & QUALIFICATIONS

(including apprenticeships)

Dates from/to	School/College/University/Other Training Provider (start with last attended)	Details of course or training undertaken	Qualification awarded

PROFESSIONAL OR TECHNICAL ASSOCIATIONS

Dates from/to	Name of Association	Status

ADDITIONAL RELEVANT INFORMATION

Please give your reasons for making this application stating why you consider that you could successfully perform the duties of the post

INTERESTS, HOBBIES AND SPARE TIME ACTIVITIES

Please give details

SALARY & HOURS EXPECTATIONS

Please give details of expected salary and any preferred working hours:

HEALTH

How many days have you been absent from work due to illness in the last two years? days. Give an explanation where appropriate.

Successful candidates may be required to complete a Medical Questionnaire.

DETAILS OF CONVICTIONS (state nil if appropriate)

Please give details of those convictions which have not been 'spent'

DETAILS OF CURRENT DRIVING LICENCE

Do you hold a current driving licence? YES/NO

Type Provisional/Ordinary/PSV/HGV/Other

REFERENCES

References are an additional tool in our selection process. Please provide the names and addresses of two persons (including your present employer if appropriate) who have been acquainted with you within the last five years. Unless advised beforehand, references are not taken before an offer of employment has been made.

Do you wish to be approached before these persons are contacted?

Please delete where appropriate YES/NO

1.	2.
Telephone No:	Telephone No:

This application form is used only to assist in the recruitment and selection process for the position for which you have applied and will be held on your confidential employment file if you are successful with your application. Should you be unsuccessful, then this application form will be held in a confidential secure location for a maximum of 12 months for reference purposes in the event of you re-applying for a position within the company during the subsequent 12 month period, after which it will be destroyed.

DECLARATION

To the best of my knowledge the information on this application form is correct.

Signed:	Dated:
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