

APPLICATION FOR EMPLOYMENT

EXTENDED FORM

**Please complete ALL sections in INK
and use BLOCK CAPITALS**

Please return completed form to:
**THOMAS ARMSTRONG
(HOLDINGS) LIMITED**
Workington Road, Flimby,
Maryport, Cumbria CA15 8RY
Tel. 01900 68211



**Form F8
Issue 9 06/11
Double A3
Page 1**

Position applied for	Available to take up Employment From [Enter Date]	Salary required per annum £
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Prepared to Work:

Full Time Part time Shift Work

Personal Details

Title (Mr, Mrs, Miss etc.)	Surname:
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First Name:	Previous Name if any
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Current Address:

Post Code:

Telephone number:	
Mobile Number:	

Do you have the right to take up employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you have to move if you were offered this job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Nationality:..... Passport number

1. Have you been ordinarily resident in the UK or a country in the European Union for the whole of the last 3 years? Yes / No
2. If you are not ordinarily resident in the UK, please write your country of residence
.....

If you are not a British Citizen, when did you enter the UK?

Ethnic Group A Policy of Equal Opportunities of Employment is followed in accordance with the Race Relations Code of Practice. To enable the effectiveness of this Policy to be monitored, please indicate the ethnic group to which you belong.	African	Asian	Afro-Caribbean	European (inc. UK / Irish)	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you own a car? Yes No Have a current driving licence? Yes No

Provisional: Yes No Full: Yes No HGV Yes No

Driving licence number Have you any endorsements Yes No

If yes give reasons:

AVAILABILITY	Please give details
When would you be available for interview?	
Notice required by Employer	

Do you have any holiday commitments?	
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If you need more space to answer any of the questions please use the Notes section overleaf.

GENERAL EDUCATION		Please give details of secondary education		Form F8 Issue 9 06/11 Double A3 Page 2
DATES		Name & Address of School	Type of School	
From	To			

FURTHER EDUCATION & TRAINING		Please give details of education since leaving School, including Training courses			
DATES		Name of University, College or Institute	Type of courses, e.g. FT, day rel.	Subjects studied	Qualifications obtained. Give class of pass, prizes, etc.
From	To				

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OCCUPATIONAL QUALIFICATIONS	
College / Institute or other name	Qualification / level

MEMBERSHIP OF PROFESSIONAL BODY	
Name	Level

PRACTICAL SKILLS	Summarise job skills acquired and specialist training received including CITB Plant Operators Certificate

What qualities do you have which most suit you to the job you are applying for?

LANGUAGES	Yes	No
Do you speak or read a foreign language	<input type="checkbox"/>	<input type="checkbox"/>
If Yes give details:		

If you need more space to answer any of the questions please use the Notes section overleaf.

DETAILS OF PRESENT OR LAST EMPLOYER							Form F8 Issue 9 06/11 Double A3 Page 3		
From		To		Position/Job Title					
Name & Address				Main Duties					
Nature of Business		No. of employees		Responsible to		Number reporting directly to you			
Why did you leave/do you wish to leave?		Remuneration at start (before tax)		Basic Salary £	p.a.	Remuneration now or on leaving (before tax)		Basic Salary £	p.a.
				Bonus etc. £	p.a.			Bonus etc. £	p.a.
				Total £	p.a.			Total £	p.a.
DETAILS OF PREVIOUS EMPLOYERS (in date order)					Please list all organisations your have worked for including any military service and stating highest rank				
From		To		Position/Job Title					
Name & Address				Main Duties					
				Responsible to		No reporting directly to you			
Nature of Business		Starting Remuneration	£	p.a.	Final Remuneration	£	p.a.		
Reason for leaving									
From		To		Position/Job Title					
Name & Address				Main Duties					
				Responsible to		No reporting directly to you			
Nature of Business		Starting Remuneration	£	p.a.	Final Remuneration	£	p.a.		
Reason for leaving									
From		To		Position/Job Title					
Name & Address				Main Duties					
				Responsible to		No reporting directly to you			
Nature of Business		Starting Remuneration	£	p.a.	Final Remuneration	£	p.a.		
Reason for leaving									
From		To		Position/Job Title					
Name & Address				Main Duties					
				Responsible to		No reporting directly to you			
Nature of Business		Starting Remuneration	£	p.a.	Final Remuneration	£	p.a.		
Reason for leaving									

If you need more space to answer any of the questions please use the Notes section overleaf.

REFERENCES Names & Addresses of 2 References; 1 for experience, 1 for character		Can they be contacted now?	Form F8 Issue 9 06/11 Double A3 Page 4
A. (experience)	B. (character)	A. Y/N	
Occupation	Occupation	B. Y/N	
How did you hear about this job?			
Who do you know employed by this Company?			
GENERAL	Please give details		
What are your main Interests, Sports and Hobbies?			
What Clubs or Societies do you belong to?			
What Professional Bodies or Trade Unions do you belong to?			
Do you have any part-time jobs?			
Do you have any other commitments which might limit your working hours e.g military, Local Government, Judicial?			
Future Training Plans: Give details of any courses you intend to pursue			
Have you ever been dismissed from employment?			
Have you ever been convicted of a Criminal Offence. N.B. Rehabilitation of Offenders Act. 1974? If yes please give details			
Please give any other information relevant to your application (outline any notable achievements)			
If you are disabled, please give details of any special arrangements you would require to attend interview			
NOTES Use this section if you require additional space			
DECLARATION Please read this carefully, then sign and date your application.			
I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interviews arising from this application.	Applicant's signature	Date	

Please note; you may be requested to complete further forms in connection with this application.

For office use only:
