

APPLICATION FOR EMPLOYMENT

CONCISE 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 F9
Issue 9 06/11
Double A4
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Position applied for	Available to take up Employment From [Enter Date]	Salary required per annum £
Prepared to Work: Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Shift Work <input type="checkbox"/>		
Personal Details		
Title (Mr, Mrs, Miss etc.)	Surname:	
Single/ Married / Civil Partnership / Separated / divorced / Widowed	N.I Number:	
First Name:	Previous Name if any	
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 <input type="checkbox"/>	Asian <input type="checkbox"/>
	Afro-Caribbean <input type="checkbox"/>	European (inc. UK / Irish) <input type="checkbox"/>
	Other <input type="checkbox"/>	
Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Provisional: Yes <input type="checkbox"/> No <input type="checkbox"/>	Full: Yes <input type="checkbox"/> No <input type="checkbox"/>	HGV Yes <input type="checkbox"/> No <input type="checkbox"/>
Driving licence number <input style="width: 150px;" type="text"/>	Have you any endorsements Yes <input type="checkbox"/> No <input type="checkbox"/>	
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?		
How did you hear about this job?		
Who do you know employed by this Company?		
Do you have any other commitments which might limit your working hours e.g military, Local Government, Judicial?		

Do you have any part time jobs			
GENERAL EDUCATION		Please give details of secondary education	
DATES Name & Address of School From To		Type of School	Examinations: List subjects taken and results. Mention any scholarships, prizes, etc.
FURTHER EDUCATION & TRAINING		Please give details of education since leaving School, including Training courses	
DATES Name of University, College or Institute From To		Type of courses, e.g. FT, day rel.	Subjects studied
			Qualifications obtained. Give class of pass, prizes, etc.
PRACTICAL SKILLS Summarise job skills acquired and specialist training received including CITB Plant Operators Certificate			
DETAILS OF PREVIOUS EMPLOYERS (in date order)		Please list all organisations your have worked for including any military service and stating highest rank	
Start	Leave	Position/Job Title	
Name & Address			
Reason for leaving		Average gross pay per week /month	
Start	Leave	Position/Job Title	
Name & Address			
Reason for leaving		Average gross pay per week /month	
Start	Leave	Position/Job Title	
Name & Address			
Reason for leaving		Average gross pay per week /month	
REFERENCES		Can they be contacted now?	
Names & Addresses of 2 References; 1 for experience, 1 for character			
A. (experience)	B. (character)	A Yes <input type="checkbox"/>	No <input type="checkbox"/>
Occupation	Occupation	B. Yes <input type="checkbox"/>	No <input type="checkbox"/>
GENERAL		Please give details	
What are your main Interests, Sports and Hobbies?			
What Clubs or Societies or Trade Unions do you belong to?			
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			
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		Applicant's signature	Date

may be discussed at interviews arising from this application.		
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Please note; you may be requested to complete further forms in connection with this application.