

Application for Employment

Please complete all sections in BLOCK CAPITALS.
(Where not applicable state N/A)

Information given on this form will be treated in strict confidence.



HR Form/FILE REF: 017 Dec 10



INVESTOR IN PEOPLE

Position applied for:

Job Ref:

Wage / Salary Required: £

Have you previously worked for Baggaley? YES NO If yes, when?

Date available to commence employment:

Please give details of holidays or other commitments for the next 6 months:

How did you learn of this vacancy?

- Job Centre Agency – (Agency name).....
- Friend
(if referred by an employee of Baggaley Construction please state name & department)
- Advertisement (please state where you saw the advert).....
- Other (please state).....

Personal Information

Surname:		First Name(s):	
Preferred Title (e.g. Mrs, Miss, Ms, Mr, Dr):			
Known as:			
Address:			Postcode:
Telephone Numbers:	Home:	Work:	Mobile:
If necessary, may we contact you by telephone at work? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Transport

Do you have a current driving license? YES: Provisional <input type="checkbox"/> Full <input type="checkbox"/> NO <input type="checkbox"/>		
What classes of vehicle are you licensed to drive? (Please specify)		
CAR <input type="checkbox"/> PSV <input type="checkbox"/> LGV <input type="checkbox"/> HGV <input type="checkbox"/> FORKLIFT <input type="checkbox"/> OTHER <input type="checkbox"/> _____		
Do you have any current endorsements / disqualifications? YES <input type="checkbox"/> NO <input type="checkbox"/>		Details:

Employment History

Length of time position held	Name & address of previous employers (Most recent first)	Position held and brief description of duties	Salary / Wage	Reason for leaving

Secondary Education

Name of School / College	Qualifications Achieved (including grades)

Further/ Higher Education

Name of College / University	Qualifications Achieved (including grades)

Other Relevant Training/ Qualifications Achieved

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Membership of Professional Bodies

Please state grade of membership and date admitted.

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Information in support of your Application

What skills, knowledge and experience do you feel you have that is relevant to the job that you are applying for?

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Please continue on a separate sheet if necessary, adding your name and job reference

Please summarise personal strengths, attributes and achievements relevant to the position for which you are applying:

Please continue on a separate sheet if necessary, adding your name and job reference

Interests

What activities outside work interest you? Please include memberships of clubs, institutions and any positions of responsibility you hold:

References

Please give two referees (not including relatives). One referee should be your present or most recent employer. Students should give the names of a Head Teacher or Tutor as appropriate.

Name:	1.	2.
Title:		
Company:		
Address:		
Telephone:		
May the above referees be contacted without further approval?		
1. YES <input type="checkbox"/> NO <input type="checkbox"/>		2. YES <input type="checkbox"/> NO <input type="checkbox"/>

Declaration

This certifies that I have completed this Application Form and that all the entries on it and the information given is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of relevant facts is cause for cancellation of any such appointment and may result in dismissal from the company.

Signature: _____

Date: _____

PLEASE NOTE THAT ORIGINAL CERTIFICATES FOR ALL RELEVANT QUALIFICATIONS, MEMBERSHIPS AND TRAINING, TOGETHER WITH YOUR DRIVERS LICENCE AND RELEVANT DOCUMENTATION REGARDING YOUR RIGHT TO WORK IN THE UK, MUST BE PRODUCED IF YOU ARE INVITED FOR INTERVIEW.

Baggaley Construction is an Equal Opportunities Employer and welcomes applications from all sections of the community.

It is the Company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation..