

Application for employment

Position applied for:

Thank you for your interest in MVP Engineering Ltd. Please complete this form in as much detail as possible as it will be used to shortlist candidates for interview.

I. Personal Details

Surname:	Mr/Mrs/Miss/Ms/Other
Forename(s)	
Previous Surname (if applicable) and date changed:	
Current address	Previous Addresses (please supply, with dates, all your previous addresses for the last five years)
Home Telephone:	
Mobile Telephone:	
Email Address:	
National Insurance Number:	

2. General

Do you hold a full clean driving license? (If no, please give details):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to a car?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you eligible to work in the UK? (ie if required, do you have a valid work permit?)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974? (If yes, please give details):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many days sickness absence have you had during the last year? (please give full details, including the number of occasions, dates and reasons for the absence)		

3. Education and Training

Dates		School/College/University	Subjects studied	Level	Grades achieved
From dd/mm/yy	To dd/mm/yy				

Please state, with dates, any additional training courses attended (during employment) relevant to the position for which you are applying:

Are you currently studying for, or do you hold a certificate of membership for a recognised professional body? Yes No
 If yes, please give details:

4. Employment History

Current or most recent employer

Employer:	Job Title:
Address:	Salary and Benefits:
	Start date:
	Notice required/date employment ceased:
Please give details of your main duties and responsibilities:	
Reason for leaving:	

Previous employment record

- Please set out your previous employment history for the past 10 years, starting with the most recent employer.
- Please account for any gaps during this period.

Dates		Employers name and address	Job title and main duties	Final salary	Reason for leaving
From dd/mm/yy	To dd/mm/yy				

5. Additional information to support your application

The job profile and person specification provided with this form identifies the experience and skills that form the selection criteria for this post. Please use the space provided to say how you meet the selection criteria. Continuation sheet(s) may be attached.

6. Leisure Interests

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7. References

Please give the name and address of two referees we can contact, ensuring that this covers your employment or academic history for the past three years. If you are unable to provide two employment or academic references for the past three years then you will need to include the contact details of a professional person* who can provide a personal reference covering this period.

*Professional people include accountants, teachers, solicitors etc. Personal references should not be provided by immediate friends or relatives.

Referee 1	Referee 2
Name:	Name:
Occupation:	Occupation:
Address:	Address:
Telephone:	Telephone:
Period of time you have known the referee:	Period of time you have known the referee:

8. Data Protection Act 1998

If your application is successful, the information you have provided will form part of your employment file and will be processed for all purposes in connection with your employment. If your application is unsuccessful or you choose not to accept any offer of employment made by MVP Engineering Ltd, the information you have provided will be held for a period of six months and then destroyed. The Equal Opportunities Form will be retained to facilitate equal opportunity monitoring.

9. Declaration

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with MVP Engineering Ltd's recruitment and selection procedures. I understand that giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal. You have my authority to contact the referees named in this form and to carry out personal vetting searches on me if required.

Signed _____

Date _____