

**NOTES** Use this section if you require additional space

**Rehabilitation of Offenders Act 1974**

Please specify below details of any 'unspent convictions'.

All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

**DECLARATION** Please read this carefully, then sign and date your application

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company to use the data supplied on this application form for the purpose of recruitment and selection, including contacting my referees for verification of the information that I have supplied. Fort Vale Engineering Ltd acknowledges that this form will contain sensitive personal data which can only be processed in accordance with the Data Protection Act 2018.

Applicants Signature	Date
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Please note : you may be required to complete a further form in connection with this application.

**FOR OFFICE USE ONLY**

INTERVIEW	D.O.C.	
DECISION	EMP NUMBER	
JOB OFFER	REFERENCE REQUEST	
OFFER ACCEPTED	RESPONSE	
MEDICAL	SAFETY FOOTWEAR	
MEDICAL RESULT	WORKWEAR	

**PRIVATE and CONFIDENTIAL**

# APPLICATION FOR EMPLOYMENT

Please complete in INK and use BLOCK CAPITALS

Please return completed form to:- **HR Office**  
01282 687131



**Fort Vale Engineering Ltd**  
Calder Vale Park  
Simonstone Lane  
Simonstone, Burnley  
BB12 7ND

Title (Mr, Mrs, Miss, Ms etc.):		Address	
Forename (s)	Surname		
NI Number			
Position applied for			
Email Address		Tel. No. (Home)	
Mobile No.			

Do you have the right to take up employment in the UK?	YES/NO	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/NO
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**GENERAL EDUCATION** Please give details of Secondary Education

Dates		Name & Address of School	Examinations <small>List subjects taken &amp; results. Mention any Scholarships, prizes or other distinctions</small>
From	To		

**FURTHER EDUCATION AND TRAINING** Please give details of education since leaving school, including training courses

Dates		Name of University, College or Institute	Type of courses, i.e. full time, day release	Subjects studied	Qualifications obtained
From	To				

If you need more space to answer any of the questions please use the **NOTES** section on the back page.

DETAILS OF PRESENT OR LAST EMPLOYER			
Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave/ do you wish to leave?	Number reporting direct to you		
	Remuneration now or on leaving (before tax) or hourly rate	Salary	£
		Bonus	£
		Total	£

DETAILS OF PREVIOUS EMPLOYERS (In date order, most recent first)			
Please list all organisations you have worked for, including any military service.			
Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax) / hourly rate	Salary	£

Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax) / hourly rate	Salary	£

Name & Address	Position/Job Title		
	From	To	
	Main Duties		
	Responsible to		
Why did you leave?	Number reporting direct to you		
	Final remuneration (before tax) / hourly rate	Salary	£

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.			
What professional bodies do you belong to?			

GENERAL Please give details	
Have you made a previous application to the Company? If so, when was this and what was the outcome?	
Have you ever been dismissed from employment?	
Do you have any other commitments which might limit your working hours? i.e. Judicial, Military or Local Government	
Do you have a full driving license? If yes, do you have any current endorsements?	
What are your main interests, sports & hobbies?	

REFERENCES Name and address of two references - last two employers (or professional bodies)		Can they be contacted now?
A.	B.	
		A.
		B.
Occupation	Occupation	

AVAILABILITY Please give details	
When would you be available for interview?	
If offered this job, when could you start?	
How did you hear about this job?	
<b>Please specify the person's name if another employee at Fort Vale has put you forward for this position.</b>	
<b>Please indicate how you know this person</b>	
If you consider yourself to have a disability or special requirements, please give details of any arrangements or adjustments you would require to attend the interview.	

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.	