

Application for Employment



The information you provide on this application form will only be used for recruitment purposes.

Position Applied For _____

Information In Support of this Application

Please provide relevant information to indicate how you meet the requirements for the vacancy

Personal Details

Surname _____ Name _____

Address _____

_____ Postcode _____

Home Tel No _____ Mobile No _____

E-mail Address _____

Education & Qualifications

Please list below details regarding your Education and Qualifications gained

Establishment	Qualification Awarded	Grade

Employment Experience –

Please supply details for the last 5 years of your employment

If you need additional space, please use a separate sheet.

Present or Most Recent Employer

Company Name _____

Address _____

Tel No _____ Fax No _____

Dates Employed From _____ To _____

Job Title _____ Salary _____

Brief Description of duties _____

Reason for Leaving _____

Please provide the name and address of a referee from the above company (references will not be sought prior to you commencing employment.)

Name _____ Position _____

Address _____

Previous Employment

Company Name _____

Address _____

Tel No _____ Fax No _____

Dates Employed From _____ To _____

Job Title _____ Salary _____

Brief Description of duties _____

Reason for Leaving _____

Please provide the name and address of a referee from the above company (references will not be sought prior to you commencing employment.)

Name _____ Position _____

Address _____

General Questions

Have you worked for any division of Vp plc before? Yes No

If yes, please specify which Company _____

Dates Employed From _____ To _____

Are you related to anyone currently working for Vp plc? Yes No

If so: Name of relative _____ Relationship _____

Do you require a permit to work in the UK? Yes No

Where did you learn about the vacancy? _____

If appointed when could you commence employment? _____

General State of Health

Eyesight Good Average Poor

Hearing Good Average Poor

Colour Vision Good Average Poor

Do you have any disabilities? Yes No

If yes, please give nature of disability _____

(Disabled applicants fulfilling the job requirements contained within the job profile will be given an interview)

Further Information

Do you hold a current clean driving licence?

Yes

No

If no, please give details _____

Do you have any current Criminal Convictions which are not 'spent'? You must tick one of the boxes below?

Yes

Please give details _____

No

Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions which are not 'spent' Failure to declare may result in an offer of employment being withdrawn, or if you have already commenced employment with the company, your contracted being terminated.

Recruitment Data

If you attend an interview but are unsuccessful your information will be kept for 12 months, after this time all information will be shredded ensuring confidentiality. If your application does not result in an interview with the Company, all information collected in the recruitment process will be kept for a period of four months. This is to enable us to contact you should a suitable vacancy arise in the near future. After four months all information will be shredded ensuring confidentiality.

Declaration

Please sign and Date this form

I declare that the information I have given is, to the best of my knowledge and belief, true and complete

Signature _____

Date _____

If you give any information which you know is false, or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your employment being terminated.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

TPA Portable Roadways Limited
Dukeries Mill
Claylands Avenue
Worksop
S81 7DJ
Tel 0870 240 2381