

JOB APPLICATION FORM



Form Reference: rec/122021

Position applied for:

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN CONFIDENCE
Please complete it fully and legibly using black ink

Section 1 - PERSONAL DETAILS

Last name

First name(s)

Address

Postcode

National Insurance number

Home telephone

Mobile number

Email address

Are you eligible to work in the UK?

YES

NO

Do you hold a full driving licence?

YES

NO

If YES do you have your own vehicle?

YES

NO

Have you previously been employed by Caledonia play?

YES

NO

If YES give details stating position and time period

Section 2 - PRESENT EMPLOYMENT

Name and address
of current employer

Postcode

Date of appointment

Job title

Brief description
of duties and
responsibilities

Salary and benefits

Notice required

Reason for leaving

Section 3 - PREVIOUS EMPLOYMENT (to cover at least the last 5 years)

Name of employer (1)		
Job title	Date from / to	
Brief description of duties		
Reason for leaving		

Name of employer (2)		
Job title	Date from / to	
Brief description of duties		
Reason for leaving		

Name of employer (3)		
Job title	Date from / to	
Brief description of duties		
Reason for leaving		

Name of employer (4)		
Job title	Date from / to	
Brief description of duties		
Reason for leaving		

Name of employer (5)		
Job title	Date from / to	
Brief description of duties		
Reason for leaving		

Section 4 - EDUCATION AND PROFESSIONAL QUALIFICATIONS

School/College/University	Course or Subjects	Qualifications/Grade attained

Please note any professional/management qualifications or memberships you have below

Course detail/Professional or technical association	Qualification/Membership level

Section 5 - TRAINING & DEVELOPMENT

Give details of any training and development courses completed which may support your application. This may include any on-the-job training as well as formal courses.

Dates	Course title/Achievement	Results (where applicable)

As primarily a manufacturing and installation based organisation all of our construction site employees are required to hold a valid CSCS/CPCS card which denotes competency within the manufacturing and construction industry. If this is relevant to the post being applied for then enter card details below.

CSCS Reg No	Skills/Plant categories	Expiry dates

Section 6 - HEALTH

Upon any formal appointment you will be required to complete a confidential statement of medical history and may be required to undergo a medical examination. Should you fail to declare any health issues which become apparent later in your employment you may be subject to dismissal for non-disclosure.

Do you suffer from any medical condition which may affect your working performance?
If YES, please provide further details below.

YES

NO

--

Have you had any days/weeks absence due to sickness or ill health in the past 2 years?
If YES, please provide details below e.g. cause and duration.

YES

NO

Reason for absence	No. of days

Section 7 - PERSONAL STATEMENT

Please use this section to detail any other skills, achievements, knowledge or experience you have in support of your application for this post. (continue on a separate sheet if necessary)

--

Section 8 - REFERENCES

Please provide the names and addresses of two referees. At least one should be your current employer. If you have not previously been employed then a Head Teacher or Lecturer who is able to comment on your educational background would be acceptable.

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Phone No.	<input type="text"/>	Phone No.	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

Section 9 - DECLARATION

How and where did you learn about this post?

I hereby certify that:

- all the information given by me in this form is correct to the best of my knowledge;
- all questions relating to me have been answered fully and truthfully;
- I possess all the qualifications which I claim to hold;
- I understand that should my application be successful and it be discovered subsequently that the information provided has been falsified then disciplinary action may result in dismissal from this post.

Signed

Date

Any candidates selected for interview will normally be notified within four weeks of submission. We aim to get back to all applicants however those who do not hear from Caledonia Play within this time should conclude that their application has been unsuccessful on this occasion, but we thank you for your interest in the post. Caledonia Play will treat any personal information contained within the form as confidential and in full compliance with the requirements of the Data Protection Act 1998.

Section 10 - RETURNING THIS FORM

Upon completion of this form please ensure it is returned to the following address:

By post to:

Kathleen Craig
Accounts and HR Manager
Caledonia Play Limited
Old Mill
South Street
Milnathort, Kinross
Scotland, KY13 9XB

or alternatively email:

accounts@caledoniaplay.com

Use the space below to add in any other information

Section No.	Additional details

Section 11- RECRUITMENT MONITORING

Caledonia Play Ltd are committed to ensuring we promote equality of opportunity for all staff and new job applicants. We seek to ensure all applicants are treated fairly, with respect to, and without bias regardless of colour; race; nationality; religious or political beliefs or age. It is the aim of the organisation that its workforce should reflect that of a local and wider community wherever practicable.

This policy applies to recruitment and selection practices, training and promotion or transfer within the company.

In order to monitor and ensure the success of this policy all applicants for positions within the organisation are respectfully asked to complete the section below. The details contained herein will be retained by the HR department solely for monitoring purposes.

This sheet will remain separate from the application and will not form any part of the selection process.

Position applied for

GENDER AND AGE

Gender

Age group (at time of application)

Male

Female

Under 25

35-44

55-64

25-34

45-54

65+

ETHNIC ORIGIN

I would describe myself as: (please tick one of the following)

White

Black

Black-Asian

Other

British

African

Indian

Chinese

Irish

Caribbean

Pakistani

Mixed

European*

Other*

Bangladeshi

Other*

* Please specify

DISABILITY

Do you consider yourself to be disabled?

YES

NO

If you have ticked YES, are you registered disabled?

YES

NO

Would you require any special adaptations/equipment to take up employment?

YES

NO

If you have answered YES to any of the above questions please provide details in the space below