



# Charles Wilson Engineers Ltd

86 HIGH STREET, HARPENDEN, HERTS. AL5 2SP

Telephone: 01582 763122

Fax: 01582 462096

CONFIDENTIAL

## APPLICATION FOR EMPLOYMENT

(Please use BLOCK CAPITALS throughout)

Please complete this application form and then return it to *(insert name of contact)*.

Position applied for:

Depot:

### 1. PERSONAL INFORMATION

Surname:

Forenames:

Title (Mr, Mrs, Miss, Ms, etc.):

Previous names (if any):

Current Address:

Postcode:

Daytime telephone number:

Email Address:

All employees are required to provide original documentary evidence of their right to work in the UK, prior to commencing work.

Have you been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?

YES ☐

NO ☐

*please tick*

If YES, describe

NB: Further information about whether a conviction is "spent" can be found at:

<https://www.gov.uk/guidance/rehabilitation-periods>

## 2. EDUCATION AND QUALIFICATIONS

|                                            |                   |    |                          |
|--------------------------------------------|-------------------|----|--------------------------|
| Schools                                    | from              | to | Examinations and results |
|                                            |                   |    |                          |
| College/University                         | from              | to | Courses and results      |
|                                            |                   |    |                          |
| Further education and formal training      | from              | to | Courses and results      |
|                                            |                   |    |                          |
| Professional membership and qualifications | Hobbies/Interests |    |                          |
|                                            |                   |    |                          |

## 3. EMPLOYMENT HISTORY

Please give details of your last four jobs, beginning with your present or most recent. Any relevant positions held before then may also be mentioned.

Present/last employer \_\_\_\_\_ Type of business \_\_\_\_\_  
 Address \_\_\_\_\_  
 Type of work and responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_ Present/leaving pay £ \_\_\_\_\_ per \_\_\_\_\_  
 Reason you want to leave/have left \_\_\_\_\_

Please give details below of your previous employment, beginning with the most recent

Employer \_\_\_\_\_ Type of business \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_ Present/leaving pay £ \_\_\_\_\_ per \_\_\_\_\_  
 Type of work \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

*Continued*

### 3. EMPLOYMENT HISTORY *Continued*

Employer \_\_\_\_\_ Type of business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_ Present/leaving pay £ \_\_\_\_\_ per \_\_\_\_\_  
Type of work \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_ Present/leaving pay £ \_\_\_\_\_ per \_\_\_\_\_  
Type of work \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### 4. OTHER INFORMATION

Do you hold a full driving licence? YES ☐ NO ☐ *please tick*

If YES, do you have any current endorsements?

Do you have any other training, qualifications or skills relevant to the position?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to the Company? If so, when was this and what was the outcome?

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

Please outline any outside interests that might be relevant to your application for employment.

How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements you would require to attend an interview.

## 5. REFERENCES

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary.

1.

Name \_\_\_\_\_

Company Name/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

2.

Name \_\_\_\_\_

Company Name/Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

### Declaration

*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 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 acknowledge that Charles Wilson Engineers Limited will collect and process my personal data in accordance with the Candidate privacy notice which I have viewed at **[www.cwplant.co.uk](http://www.cwplant.co.uk)***

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICE USE ONLY

### Interviewers

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Comments

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Comments

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Comments

## REFERENCE CHECK

The Company is committed to promoting equal opportunities in employment. and creating a workplace culture in which diversity and inclusion is valued, and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.