

Application for Employment

Jardin Corrugated Cases Ltd

APPLICATIONS NOT FULLY COMPLETED BY THE APPLICANT WILL BE CONSIDERED NULL AND VOID.

Confidential

Position applied for:		Title (Mr/Mrs/Miss/Ms/other)					
Please delete as appropriate the type of work applied for: FULL TIME / TEMPORARY		Forename(s)					
		Surname					
Where did you hear of the vacancy							
Address							
Postcode							
Tel. No. (home)							
GENERAL EDUCATION (Please give details of schools attended in date order)							
Date from	Date to	Name & address of schools (secondary education only)				Type of school	
FURTHER EDUCATION AND TRAINING (Please give details of education/training since leaving school)							
Date from	Date to	Name & address of University, College, Polytechnic, Institute, etc.			Part or Full time	Course title or subjects studied	
EXAMINATION RESULTS & QUALIFICATIONS OBTAINED							
Date	Subject	Examination	Grade	Date	Subject	Examination	Grade

If further space is required, please use the NOTES section on the back page

DETAILS OF PRESENT OR LAST EMPLOYER			
From	To	Position/Job Title	
Name and Address		Main duties	
Nature of Business	No. of employees	Salary £	Responsible to
Reason for leaving			
DETAILS OF PREVIOUS EMPLOYERS (in reverse order)			
From	To	Position/Job Title	
Name and Address		Main duties	
Nature of Business		Responsible to	
Reason for leaving			
From	To	Position/Job Title	
Name and Address		Main duties	
Nature of Business		Responsible to	
Reason for leaving			
From	To	Position/Job Title	
Name and Address		Main duties	
Nature of Business		Responsible to	
Reason for leaving			

HEALTH**A** Do you have any health issues at present?**B** Are you currently receiving medical treatment or taking any medication?**C** Do you have any dependency on recreational drugs or alcohol.**PRACTICAL SKILLS**

Summarise job skills acquired and specialist training received

Do you possess any of the following?

Please list any motoring offences

Driving Licence

First Aid Certificate

Forklift Licence

GENERAL

What are your main interests, sports and hobbies?

Do you smoke?

Have you ever been dismissed from employment?

Have you ever been convicted of a criminal offence? (NB. Rehabilitation of Offenders Act)

Do you agree to references being taken up if your application is successful?

(The timing of reference requests will be agreed with you beforehand)

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

If yes, do you have a current permit to work? *Yes/No

*delete as applicable

If yes, please provide the original along with originals of any other evidence that you are eligible to work in the UK.

To meet our obligations under the Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Jardin Corrugated Cases Ltd for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made. I confirm that I have completed the application form myself.

Signature:

Date:

IF SELECTED FOR AN INTERVIEW, ALL APPLICANTS WILL NEED TO ACHIEVE AN APPROPRIATE SCORE IN A APTITUDE TEST BEFORE THE INTERVIEW CAN TAKE PLACE.

Equality of Opportunity - Monitoring Information

The Company is committed to EQUAL OPPORTUNITY for all applicants applying for jobs.

For these reasons Applicants are requested to complete and submit this questionnaire along with their Application.

The information given will be detached for monitoring purposes and will be treated in **strict confidence**.

Ethnic Origin - Choose one section from (a) to (a) then tick appropriate box to indicate how you would describe your ethnic origin.

- (a) White
- British
 - Irish
 - Traveller
 - Any other White background - please specify _____
- (b) Mixed
- White and Asian
 - White and Black African
 - White and Black Caribbean
 - Any other mixed background - please specify _____
- (c) Asian or Asian British
- Bangladeshi
 - Indian
 - Kashmiri
 - Pakistani
 - Any other Asian background - please specify _____
- (d) Black or Black British
- African
 - Caribbean
 - Any other Black background - please specify _____
- (e) Chinese or other ethnic group
- Chinese
 - Any other - please specify _____

Nationality - My nationality is _____

Date of Birth

Gender Male Female

Disability - Do you consider yourself to be disabled? Yes No

Source of Introduction
(please tick relevant box)

Friends/family	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>	Other	<input type="checkbox"/>
Local press	<input type="checkbox"/>	In house advert	<input type="checkbox"/>		

EQUALITY OF OPPORTUNITY

The Company is committed to a policy of ensuring that all job applicants and employees receive equality of opportunity.

It is committed to pursue actively a positive strategy to ensure fair representation of disadvantaged groups at all levels within it's employ.

No applicant or employee will receive less favourable treatment on the grounds of age, sex or marital status, race, creed, ethnic or national origin, disability, religious beliefs, sexual orientation, or will be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Selection criteria and procedures are regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Company will continue to review its personnel policies and practices generally and take appropriate action to make this policy fully effective.

The monitoring exercise has been designed in accordance with guidelines from the Commission for Racial Equality and Equal Opportunities and has been approved by the appropriate Trade Unions. The information will not be used for any other purpose than monitoring of the Equal Opportunities Policy. The analysis will be carried out by the Personnel Department and all information supplied will be kept strictly confidential.

The categories of ethnic origin which you are asked to complete are as follows:--

Afro-Caribbean	Persons whose ethnic origin is in the Caribbean or Africa.
Asian	Persons whose ethnic origin is in the Indian Sub-Continent, to include India, Pakistan, Bangladesh and Sri Lanka. Also to include East African Asian. (Does not include people of Afro-Caribbean or European origin who have settled in Asian countries).
Italian	Persons whose ethnic origin is in Italy.
Irish	Persons whose ethnic origin is in Eire.
Travellers	Persons who describe their ethnic origin as Traveller.
UK European	Persons whose ethnic origin is in the United Kingdom.
Other European	Persons whose ethnic origin is in Europe (not United Kingdom, Eire, Italy or Travellers).
Other	All other ethnic groups.