



**APPLICATION FOR EMPLOYMENT**

Job Ref \_\_\_\_\_

Position Applied for \_\_\_\_\_

How did you learn of this vacancy? \_\_\_\_\_

**Personal Details**

Surname \_\_\_\_\_ Dr/Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Alternative Telephone Number (please specify) \_\_\_\_\_

**Qualifications**

(List the qualifications you have taken or are about to take (e.g. GCSE, A-Level, BTEC National, Degree, Ph.D.). Give details and grades) you can include your CV or continue on a separate sheet if necessary.

Type of Qualification	Subject	Result	Date



**Training Courses**

Detail any specific training you have received or any relevant short courses attended.

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**Membership of Professional Organisations**

Detail below membership of any technical or professional bodies or societies

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**Spare time interests and vocational activities**

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**Current or last employment details**

Company name and address

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Postcode

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Position held

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Dates from

to

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Final or most recent salary and benefits

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Outline present duties (continue on separate sheet if necessary)

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Reasons for wishing to leave

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Length of notice

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May we, with discretion, phone you at work?

 Yes No

**Past employment details (excluding your current or last employment)**

If you are applying for your first post after leaving school or further education, please indicate any past holiday employment. You can include your CV or continue on a separate sheet if necessary.

Employers name

Job title

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From

To

Salary

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Reason for leaving

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Employers name

Job title

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From

To

Salary

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Reason for leaving

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Employers name \_\_\_\_\_ Job title \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Why are you interested in applying for this post?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relevant experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you hold a full driving license?  Yes  No

If yes, do you have any current endorsements?  Yes  No

If yes please give details \_\_\_\_\_

Do you require a work permit?  Yes  No

If yes, do you hold a current permit?  Yes  No



**Criminal records**

Please give details of any unspent criminal offences in accordance with the rehabilitation of offenders act (exceptions) order 1975 and/or (Northern Ireland) 1979

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**References**

Please give the names of two referees below. One should normally be your present or most recent employer. References will be taken up prior to interview unless you request otherwise.

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Declaration**

I confirm that the information contained in this application is correct.

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



### Equal Opportunities Monitoring Form

Automated Packaging Systems (APS) has an Equal Opportunities Policy, which covers all areas of employment. Our policy is to recruit, employ and promote our employees on the basis of their suitability for the work to be performed. We aim to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, marital status, sexual orientation, ethnic origin, disability, age, religious background, or political beliefs. No applicant or employee will be disadvantaged by criteria, which cannot be shown to be relevant to the requirements of the job. The policy applies to promotion, selection and training.

APS requires all its employees to operate its policy of equal opportunities and not to discriminate against any person because of sex, marital status, sexual orientation, ethnic origin, disability, age, religious background, or political beliefs.

In order to help us ensure that our policy is effective, please can you complete the details requested on this form. The equal opportunities data collected will only be used for monitoring purposes, it is a completely separate from and is not used in any selection process. Neither will it be kept on individual files.

Name	Job Location
Job Title	Sex
Date of Birth	Marital Status
Children	Religion

**Ethnic Category: Please tick the box which best describes the ethnic category to which you belong:**

a. White

- British
- Irish
- Any other White background – please write in below

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b. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background – please write in below

c. Asian or Asian British

- Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background – please write below
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d. Black or Black British

- Black Caribbean
  - Black African
  - Any other Black background – please write below
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e. Chinese or Chinese British or other ethnic group

- Chinese
  - Any other ethnic background – please write below
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**Physical Ability**

Do you suffer from mental or physical disabilities?  Yes  No

If the answer is yes do you require any aids or adaptations to carry out the duties of the post? If so please specify

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