

APPLICATION FORM

BBC Superfactors Ltd

POSITION APPLIED FOR: _____

PERSONAL

The following information will be treated in the strictest confidence.

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Home Contact Tel. No:		Date of Birth:	
Full Driving Licence:	YES / NO	Endorsements:	*YES / NO
* If YES, please give further details including dates.			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Do you need a work permit to take up employment in the U.K.?			YES/NO

Job Related Training / Trade Qualification

Subject and level	Date

PRESENT OR MOST RECENT EMPLOYER

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job / type of work:			
Dates of employment:	From:	To:	
Reason for Leaving:			

OTHER EMPLOYMENT DETAILS

Please give details of past employment, over the last 5 years, including periods of self-employment, stating the most recent first.

Name and address of employer	Dates	Job / type of work	Reason for leaving

SOURCE OF APPLICATION

How did you hear of this vacancy?

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DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Most recent employer

Name:
Position:
Address:
Tel. No:

Second reference

Name:
Position:
Address:
Tel. No:

FOR INTERNAL USE

START DATE	
PAY RATE	
POSITION	
BASE	
COMMENTS	