

# APPLICATION FORM



Post:	Post Ref:
Dept:	Closing Date:

**Please complete this application form in black ink for ease of copying**

If you have difficulties in completing this form contact Personnel on (01843) 854308. You may also wish to submit a CV, but if you do please complete Parts A, C, E, F, G & H of this form to assist us in the short-listing process. Please also complete the equal opportunities monitoring form which is treated as strictly confidential and which is NOT seen by the short-listing panel.

## PART A: Personal Information

Title: Mr / Mrs / Miss / Ms Other (please specify):	Forename(s):	Surname:
Home address: _____ _____	Correspondence address: (if different) _____ _____	
Postcode:	Postcode:	
Home Tel:	Fax No:	Date of birth: / /
Work Tel:	Email	
May we contact you at work? <b>Yes / No</b>	May we contact you by email? <b>Yes / No</b>	Age:
If you are not a UK national you may not be eligible to work in the UK without a work permit, or a right to work visa Please indicate if you require      A work permit:    Y / N      A right to work visa:      Y / N		

## PART B: Education and Training

Schools / Colleges (attended from age 11)	Dates		Qualifications obtained (O/A levels, GCSE or equivalent)	Date	Grade
	From	To			
Further / Higher education establishment attended	Dates		Course Title	Results (including class of degree)	
	From	To			
Professional training / qualifications, with dates and levels attained:					
Other training / course attended relevant to this post, with dates:					

**PART C: Present or last employment**

Present or most recent employer, nature of business and address	Dates		Position held and nature of duties	Reason for wishing to leave or for having left
	From	To		

Current / most recent salary (salary details will be confirmed with current employer):

Period of notice required:

**PART D: Work History**

Give details of your previous work history (including voluntary/unpaid work) beginning with the most recent

Dates (From/to)	Name and address of employer	Position held	Summary of main duties	Reason for leaving (if applicable)

Please use additional sheet if required

**PART E: Supporting Statement**

In this section please demonstrate how your skills and experience meet the requirements of the job.

**PART F: Health Declaration**

Please ensure that you fill in a **Health Declaration Form**

What absences from work through sickness have you had in the last two years?

Total days absent:

Number of occasions:

If you have any medical condition which will needed to take into account during the recruitment process then please inform the personnel department on (01843) 854308

**PART G: References**

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. For overseas referees please ensure an email address is included where available.

**Present or most recent employer**

Name and title:

Full address:

Position held:

Tel:

Postcode:

Fax:

Email:

**Other referee**

Name and title:

Full address:

Position held:

Tel:

Postcode:

Fax:

Email:

**Other referee**

Name and title:

Full address:

Position held:

Tel:

Postcode:

Fax:

Email:

**PART H: Declaration**

Do you have any criminal or motoring convictions?  
Please give details (do not include parking violations)

Do you hold a current UK driving licence? **Yes / No**  
Please attach a copy if relevant to position.

How do you intend to travel to work:

- You are required to sign the declaration below certifying that all information you have provided is accurate
- The company may wish to check any details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in dismissal.

*I declare the information on the form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application*

Signature:

Date:

When completed please forward to: Personnel Department, Piper Double Glazing Ltd, Hamelin Court, 140 Newington Road, Ramsgate, Kent, CT12 6PP. Fax: 01843 852626. Application forms should be returned no later than the closing date stated.