

F-HR-02 Issue 1 Apr 2018

Application for Employment

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| **POSITION APPLIED FOR:** | **ARE YOU WILLING TO WORK THE HOURS AND IN THE LOCATIONS REQUIRED BY THE COMPANY:** **YES** **[ ]  NO** **[ ]**  |

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| **SURNAME:****TITLE: MR/ MRS/ MISS/ MS/ OTHER****FORENAME(S):****DATE OF BIRTH\*:****NATIONALITY\*:****N.I. NO:** | **HOME ADDRESS:****POST CODE:****TELEPHONE NO:****EMAIL ADDRESS:** |

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| **NAME OF NEXT OF KIN: RELATIONSHIP:****ADDRESS:****POST CODE:****TELEPHONE NO:** |

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| **YOUR POST MAY REQUIRE YOU TO READ COMPANY SAFETY DOCUMENTS AND WRITE NOTES – DO YOU CONSIDER THAT THIS TASK WILL CAUSE YOU ANY DIFFICULTIES?** | YES [ ]  NO [ ]  |

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| HAVE YOUR EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?**(Declaration subject to Rehabilitation of Offenders Act)** | **YES** **[ ]  NO** **[ ]**  |

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| **DO YOU HAVE A CURRENT, FULL U.K. DRIVING LICENCE?****STATE LICENCE NUMBER, CLASS AND EXPIRY DATE:****HAVE YOU EVER BEEN DISQUALIFIED FROM DRIVING?****HAVE YOU ANY CURRENT ENDORSEMENTS? (If yes give details)**CAN YOU PROVIDE YOUR OWN TRANSPORT**EMPLOYMENT ELIGIBILITY – ALL CANDIDATES MUST COMPLETE THIS SECTION****Are you eligible to work in the UK?****(British Passport holder, European Citizen or have the permanent right to remain in the UK)****Do you have a current Work Permit?****If yes, please state the expiry date of your Work Permit: ……………………………………………………………………………..****You will be required to provide documentary evidence of the above.** | **YES** **[ ]  NO** **[ ]** **YES** **[ ]  NO** **[ ]** **YES** **[ ]  NO** **[ ]** **YES** **[ ]  NO** **[ ]** **YES [ ]  NO [ ]** **YES [ ]  NO [ ]**  |
| **TRADE:****NO. OF YEARS EXPERIENCE:****DO YOU HAVE A TRADE****QUALIFICATION? YES** **[ ]  NO** **[ ]** **DETAILS:** | HAVE YOU SERVED AN **APPRENTICESHIP? YES [ ]  NO [ ]** **TRADE:****DATES: FROM: TO:****COMPANY NAME/ADDRESS:** |

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| **HAVE YOU WORKED IN:**a)Civil EngineeringYES/ NOb)Building TradeYES/ NOc) M & E Trade YES/ NOd)Power Generation PlantYES/ NOe)Heavy Industrial PlantsYES/ NOf)Engineering WorkshopsYES/ NO | **HAVE YOU EVER BEEN EMPLOYED AS A:**a) Foreman YES/ NOb) Supervisor YES/ NOc) Mate? (if YES which Trade) YES/ NOd) Handyman YES/ NOe) Banksman YES/ NOf) Civil Eng. Operative YES/ NOg) Concreter YES/ NOh) Plant Operator YES/ NOi) Carpenter YES/ NO |

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| **HAVE YOU EVER BEEN EMPLOYED AS:**  |
| Driver? (if YES, which vehicles)  | **YES [ ]  NO [ ]**  |
| Plant Operator?  | **YES [ ]  NO [ ]** if YES, which machine:   |
| CITB Reg. No: |  |

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| **PLEASE LIST ANY OTHER RELEVANT TRAINING RECEIVED AND ANY CERTIFICATES HELD:****e.g. Safety Representative/ Supervisor, CSCS card, PASMA, Confined Spaces, Abrasive Wheels, First Aid, NRSW etc.** |

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| **HAVE YOU PREVIOUSLY BEEN EMPLOYED BY ANY TRANT GROUP COMPANY? YES [ ]  NO [ ]** if YES, please give details: |

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| **PREVIOUS EMPLOYMENT (Start with most recent)** |
| **COMPANY NAME & ADDRESS** | **PLACE OF EMPLOYMENT** | **EMPLOYED AS** | **FROM** | **TO** | **REASON FOR LEAVING** |
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| ***RECRUITMENT POLICY:*** *It is the Company’s Policy to employ the best qualified personnel and provide equal opportunities for the advancement of employees, including promotion and training and not to discriminate against any person for any reason – whether because of race, colour, national origin, gender or marital status.* |
| *I authorise the Company to obtain references to support this application once an offer has been made and accepted and release the Company and Referees from any liability caused by giving and receiving information. I understand that the final offer of a position will only be confirmed on completion of a satisfactory medical questionnaire.****DECLARATION:*** *I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement, inaccuracy or misrepresentation, may be sufficient cause for rejection or, if employed, dismissal.****SIGNATURE: …………………………………………………………………..……. DATE: …………………………...*** |
| *\*It is not compulsory to answer this question.* |