

Application for Employment Form

The information provided on this application form will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent administration if the application is successful.

Please answer all sections fully and in your own handwriting.

Position you are applying for:

Personal Details

Title:

First Name:

Surname:

Address Line 1:

Address Line 2:

Town or City:

Post Code:

Home Telephone:

Mobile:

Email:

Date of Birth:

Gender:

Male

Female

National Insurance No:

Marital Status:

Number of Children:

Nationality:

Are you entitled to work in the UK without having a work permit?

Yes

No

Are you a European Economic Area (EEA) citizen?

Yes

No

Are you currently working in the UK on a work permit?

Yes

No

Please note. All candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National insurance card, P45 or P60 showing name or NI number or letter from the Home Office showing right to work in the UK).

Your Health

Please give details of any health or disability concern(s):

Do you consider yourself to be physically and mentally capable of performing all activities required of the position you are applying for?

Yes No

How many sickness absence days have you had in the last 12 months?

General Information

Do you have a criminal record?

Yes No

If yes, what was the nature and date of offence and the sentence received?

Do you have a full and current driving license?

Yes No

If yes, specify type (i.e. motor car / HGV etc):

Have you any driving endorsements?

Yes No

If yes, give details of offence and number of points received:

Will you use your own motor vehicle to travel to and from work? Y N

Yes No

Will you work overtime?

Yes No

Will you work shifts or other flexible working arrangements if required?

Yes No

Do you currently have any form of secondary employment or public service commitments (e.g. magistrate, councillor, territorial army, emergency services, bar work etc)?

Yes No

If yes, please give details:

How did you hear about this vacancy?

Have you previously made any application for employment with Torkingtons?

Yes No

If yes, please give details:

Other Skills

Give details of any other skills you have?
(e.g. computer literacy etc.):

Hobbies and Interests:

References

All appointments are subject to the receipt of satisfactory references. Please provide details of a referee to whom strictly confidential enquiries may be made. The referee should ideally be your supervisor/manager in your current/last employment.

Employment

Name:

Position:

Company Name:

Contact Telephone:

Please state when we may contact your
referee by telephone:

Declaration

I declare that the information I have given is correct to the best of my knowledge and belief. I understand that any false declaration, misleading statement or significant omission will disqualify my application or render me liable to dismissal if employed.

I agree to the above declaration

Signed

Dated

Post your completed application form to:

Employment Opportunities
Torkington Engineers Limited
Bailey Road
Trafford Park
Manchester
M17 1SA

Torkington Engineers Limited
Tel: 0161-872 8931