**APPLICATION FORM**

**A) Personal Details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Mobile number:** |  |
| **House phone number:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **How did you hear about this position:**  **(If through a current employee of Ensinger, please specify their name)** |  |

**B) Employment History**

Current or most recent employment:

|  |  |  |
| --- | --- | --- |
| **Job title:** | **Employer:** | |
|  |  | |
| **Start date (and leave date if applicable)** | **Reasons for leaving?** | |
|  |  | |
| **Salary, benefits and working pattern:** | | |
|  | | |
| **Main duties and responsibilities:** | | |
|  | | |
| **How many weeks’ notice are you required to provide to your current employer?** | |  |

**Employment History (continued)**

Please use an additional sheet of paper for details of prior work history should it be relevant to this vacancy:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Held:** | **Employer:** | **Dates (from-to):** | **Salary:** | **Reason for leaving:** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**C) Education/Training**

|  |  |
| --- | --- |
| **Secondary education:** | **Qualifications/grades obtained:** |
|  |  |
| **Further/higher education:** | **Qualifications/grades obtained:** |
|  |  |
| **Other relevant training, professional qualifications or work-related skills (for example languages, Health and Safety certification, fork lift truck licence etc.):** | |
|  | |
| **Are you undertaking any course of study at present? (if so, please give details)** | |
|  | |
| **Are you a member of any professional bodies? (if so, please give details)** | |
|  | |
| You may be asked to supply proof of qualifications/certification listed above | |

**D) Supporting Information**

|  |
| --- |
| Please give any details you feel are relevant in support of your application. Please include why you are interested in this post, what useful experience you may have and why you are interested in working for Ensinger. Use additional sheets if necessary. |

**E) Other Details**

|  |  |  |
| --- | --- | --- |
| Is your present post your sole regular employment? | Yes | No |
| Do you require a permit to work in the UK? | Yes | No |
| If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions. | | |
|  | | |
| Do you have a driving licence? | Yes | No |
| If yes, please indicate what type of licence you hold (please circle): **Full / Provisional / LGV / Motorcycle** | | |
| Do you have any current endorsements? | Yes | No |
| If yes, please provide further details: | | |
| Do you have use of a car? | Yes | No |

|  |  |  |
| --- | --- | --- |
| **Health:** | | |
| Ensinger is committed to ensuring equal opportunities, fairness of treatment, dignity, and the elimination of all forms of discrimination in the workplace for all staff and job applicants. | | |
| **Do you require any special arrangements to be made for a potential interview on account of a health condition/disability?** | Yes | No |
| If you have answered ‘yes’, please supply further information to assist us to accommodate your needs during a potential interview: | | |
| **Do you have a health condition/disability which may affect your ability to undertake the role you have applied for?** | Yes | No |
| If ‘yes’, please give brief details of how your health condition/disability impacts upon day-to-day activities and any way Ensinger could assist with overcoming these difficulties in relation to this vacancy: | | |
| **Convictions:** | | |
| Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. | | |

**F) References**

Please give the details of two referees, stating how long you have known them. **Reference 1 should be your current or most recent employer.**

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Company name:** | **Company name:** |
|  |  |
| **Job Title at Company:** | **Job Title at Company:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email address:** | **Email address:** |
|  |  |
| **Dates of employment/known:** | **Dates of employment/known:** |
|  |  |
| **May references be taken up before interview?**  YES / NO | **May references be taken up before interview?**  YES / NO |

|  |
| --- |
| **Data protection:**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.  I hereby give my consent to Ensinger processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration:**  I declare that the information given in this application is to the best of my knowledge complete and correct.  I hereby give my consent to Ensinger carrying out checks on my qualifications and references if selected.  **Applicant’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note: Any false, incomplete or misleading statements may lead to dismissal. |

Should you have any queries, do not hesitate to contact a member of the HR department on **01443 678 400**

More information can be found on the website at [**www.ensinger.co.uk**](http://www.ensinger.co.uk)

Completed application forms should be returned for the attention of the HR department via post or email using the following details:

Ensinger

Wilfried Way

Tonyrefail

Mid Glamorgan

CF39 8JQ

E-mail: **hr@ensinger.ltd.uk**