

Application for Employment



Stainless Metalcraft (Chatteris) Ltd

Chatteris Business Park, Chatteris, Cambs, PE16 6SA. Tel: (+44) 01354 692391, e-mail: Infoline@metalcraft.co.uk

Position applied for:	
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CONTACT INFORMATION:

Title: <i>(Mr/Mrs/Miss/Other)</i>		Name:	
Address <i>(inc postcode):</i>			
Telephone No:		Mobile No	
Email address:			

EDUCATION:

General education *(please give details of schools attended in date order – secondary education only)*

Date From	Date To	Name & address of school	Type of school

Further education *(please give details of education/training since leaving secondary school)*

Date From	Date To	Name & address of college, university, etc	Part or full time	Course title/subjects studied

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Application for Employment



QUALIFICATIONS:

Date	Subject	Examination	Grade

EMPLOYMENT: *(please list employment history starting with the most recent)*

Date from	Date to	Position	Company	Main duties	Salary	Reason for leaving

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PRACTICAL SKILLS:

Summarise job skills acquired and specialist training received:

What qualities do you have which most suit you to the position you are applying for?

General:

Detail your interests, sports and hobbies:

What qualities do you have which most suit you to the position you are applying for?

Do you smoke?

Have you ever been dismissed from employment?

Do you have an unspent criminal conviction? *(NB: Rehabilitation of Offenders Act 1974)*

Do you require a permit to work in the UK? *(if yes please indicate if you have a current permit and provide copy)*

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REFERENCES: *Please note: Timing of reference requests would be agreed with you beforehand*

Reference 1

Title: (Mr/Mrs/Miss/Other)		Name:	
Address (inc postcode):			
Telephone No:		Mobile No	
Email address:		Relationship to you:	

Reference 2

Title: (Mr/Mrs/Miss/Other)		Name:	
Address (inc postcode):			
Telephone No:		Mobile No	
Email address:		Relationship to you:	

Signature:

To meet our obligations under the Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used and processed by Stainless Metalcraft (Chatteris) Ltd for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protections Act 1998.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signed:		Date:	
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If further space is required for any section, please use a separate page

Thank you for completing this application form, you can either post this to:

The Human Resources Department
Stainless Metalcraft (Chatteris) Ltd
Chatteris Business Park
Chatteris, Cambridgeshire
PE16 6SA

Or email it to: Infoline@metalcraft.co.uk

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