

Application Form

Name:

Position:

Date:

**HR Department**

**Phoenix House**

Norwich Road, Halesworth, Suffolk IP19 8HX

**Email:** careers@hammondgroup.co.uk

**Website:** [www.hammondgroup.co.uk](http://www.hammondgroup.co.uk)

## Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last |  |  |  |  |
|  |  |  |  |  |  |
|  | First |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | Town | Postcode |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email: |  |
| Mobile: |  |  |  |
| Expected Salary: |  |  |  |

## Current/Most Recent Employer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of Employer |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Job Title: |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Brief Description of Duties |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Notice Period |  |
| Reason for Leaving: |  | Salary Expectations: |  |
|  |  |  |  |

## Employment History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name | Job Title | Salary | Dates From/To | Brief reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| Schools | From | To | Examinations & results |
|  |  |  |  |
| College/University | From | To | Course & results |
|  |  |  |  |
| Other education and Formal Training | From | To | Course & results |
|  |  |  |  |
| Professional Membership and Qualifications: | | | |
| Technical skills appropriate to the position: | | | |

## Training/Career Development

|  |  |  |
| --- | --- | --- |
| Course Provider | Course Title | Date Attended |
|  |  |  |
|  |  |  |

## Membership of, or registration with, professional bodies

|  |  |  |  |
| --- | --- | --- | --- |
| Name of professional body | Level/Type of membership | Reg. Number | Renewal Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Other relevant training (short courses, personal development, special projects)

|  |  |  |
| --- | --- | --- |
| Date | Organising Body | Brief description of course content |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## References

Please provide the names and addresses of two people who would be willing to supply a reference for you. Where possible, both should be your two most recent employer(s). If you have not worked before, please use your school or college teacher/tutor or another suitable alternative. Please do not include friends/relatives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Referee |  |  | Name of Referee |  |
| Company Name |  |  | Company Name |  |
| Address |  |  | Address |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Post Code |  |  | Post Code |  |
| Phone Number |  |  | Phone Number |  |
| Email |  |  | Email |  |
| How do they know you? |  |  | How do they know you? |  |

## Supporting Statement

Tell us about why you want the job and anything you feel is relevant in support of your application i.e, things which you have been responsible for or involved in, what you have achieved, and any feedback given.

*Please continue using a separate sheet if necessary:*

|  |
| --- |
|  |

## About Your Health

|  |  |
| --- | --- |
| Do you need special facilities to carry out your work or attend an interview? | YES/NO |
| If YES, please give details |  |
|  |  |
| How many days absence have you had from work in the last two years? |  |
| Are you prepared to complete a medical questionnaire before joining the company? | YES/NO |
| Are you prepared to have a medical? | YES/NO |

## Additional Information

|  |  |
| --- | --- |
| Do you require Work Permit or Worker Registration Certificate to work in the UK? | YES/NO |
| Further information for overseas and non-British applicants can be found at: [www.homeoffice.gov.uk/passports-and-immigration/immigration](http://www.homeoffice.gov.uk/passports-and-immigration/immigration) |  |
| Have you ever been convicted of a criminal offence? | YES/NO |
| If yes, please state the offence(s) indicating whether spent or unspent/ | Spent/Unspent |
| Do you hold a full and current UK driving licence? | YES/NO |
| Do you currently hold an HGV licence? | YES/NO |
| If so, for what class of vehicle? |  |
|  |  |
| If offered this position, will you continue to work in any other capacity? If YES, please give details: | YES/NO |
|  | |
| Are you happy for us to contact the DVLA to obtain details of any current driving offences or endorsements? | YES/NO |

## Declarations

I declare that the answers given and the information included in this Application Form are true and complete and that I am legally entitled to work in the UK. I understand that false statements or omissions may disqualify me from employment or result in disciplinary action after employment.

I agree to undergo a medical examination should this be necessary.

I consent to the use and storage of the above information for the purpose of assessing and processing this application. Should I accept the position I agree to the management of this information and for the processing and references for any further employment. This application will be kept on file for the longevity of your employment should you be successful and for 7 years after, after which it will be securely destroyed.

If you are unsuccessful, this application will be kept on file for 12 months, after which it will be securely destroyed. Should you wish for this to be destroyed prior to the 12 months, please notify us at the point of submitting the application.

By providing information for us in this form you are consenting for its use in the processing of your application

I understand that any offer of employment is subject to satisfactory references.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

## Staff Referral

Internal Use Only

|  |  |
| --- | --- |
| Existing Staff Member: |  |
| Sign: |  |
| Date: |  |