**JOB APPLICATION FORM**

|  |  |
| --- | --- |
| 1 | POSITION APPLIED FOR |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2 | PERSONAL DETAILS | | |
|  | Forename: | Surname: | Contact Telephone Number: |
| Full Address including Postcode | | |
| Email Address: | Do you require a permit to work in the UK? | |

|  |  |  |
| --- | --- | --- |
| 3 | GENERAL DATA PROTECTION REGULATION 2018 | |
|  | The information on this form will be used for the purposes of recruitment selection. Your data will be processed   in accordance with our privacy notice.  The signature below confirms that you have read and understood the Privacy Notice in relation to how your   personal data will be handled by ACE Winches. | |
| Signature: | Date: |

|  |  |
| --- | --- |
| 4 | RECRUITMENT POLICY |
|  | It is ACE Winches’ Company policy to employ the most suitable candidate and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, marital status, disability, age, religion and beliefs. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5 | FURTHER AND HIGHER EDUCATION  List all Colleges and/or Universities attended *(give details of examinations taken and results awarded or awaiting)* | | | | | |
|  | College / University | Dates | | Qualifications Obtained & Grade(s) | Date Awarded/ Awaited |
| From | To |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6 | MEMBERSHIP OF PROFESSIONAL INSTITUTES | | |
|  | Name of Institute | Current Status | Date Awarded |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 7 | PRESENT EMPLOYMENT | |
|  | Name of Employer: | Present Salary or Salary Expectations: |
| Position Held: | Notice Required: |
| Date Commenced Employment: |  |
| Current Main Duties: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | EMPLOYMENT HISTORY (List in order, with most recent employer first) | | | | |
|  |  | | | |  |
| Dates | | Name of Employer | Position Held and summary of Duties | Reason for   Leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| 9 | Summary of CV – Please include any relevant skills, knowledge, qualification details of such relevance which you feel  pay promote your application. |
|  |  |

|  |  |  |
| --- | --- | --- |
| 10 | REFEREES | |
|  | Name, Address and Occupation of two referees. One of these referees should be your current or most recent employer the other may be personal. | |
| 1. Name and Relationship of Referee: | 2. Name and Relationship of Referee: |
| Contact Telephone Number: | Contact Telephone Number: |
| Contact Email Address: | Contact Email Address: |
| ***\* Please tick this box if you have any objections to a referee being contacted prior to interview. \**** | | |

|  |  |  |
| --- | --- | --- |
| 11 | REHABILITATION OF OFFENDERS ACT 1974 | |
|  | The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975, as amended. Applicants are therefore not statutorily entitled to withhold information about convictions which for others are “spent” under the provisions of the Act. Declaration of any convictions will not in itself debar you from being considered for the post.  ***You are however, informed that failure to bring any conviction to the notice of the company could lead to disciplinary action, including summary dismissal where appropriate.***  ***If you have ever been convicted of a criminal offence, please give details in a sealed envelope with your name and marked confidential.*** | |
| 12 | EMPLOYEE DECLERATION | |
|  | I understand that:   * Appointment to this post is conditional on the information supplied with my application being correct. * Where canvassing or deliberate statement of false information is found to have occurred, and if appointed, you shall be liable to be dismissed without notice. | |
|  | Signature: | Date: |