

Application For Employment

Part 1 (To be completed by applicant)



Premium Fabrications Limited

Position Applied For

Personal Details

Surname		Forename(s)		Date of Birth	
Address			Current Residence, e.g owner occupied house, rented flat, living with parents, etc		
Post Code		Tel No.			
Married/Single	Nationality	Children			Reg Disabled Yes/NO
If you are shortlisted, you will be asked to produce a "Specified Document" (e.g a P60,NI Card, U.K or Eire Birth Certificate, Passport) confirming your eligibility to live and work in the U.K in accordance with the Asylum and Immigration Act Section 8.					
Can you produce such a document Yes/No					
Apprenticeship Details					
Do you hold a full current driving licence Yes/No		Class of Vehicles		No. of penalty points (if any) endorsed on current driving licence	
Next of Kin (in case of emergency) Name		Address if different from above			Tel No.....

Education

School or College	From	To	Certificates obtained

Employment History

Company	From	To	Position	Salary/Hourly Rate	Reason for leaving
1					
2					
3					
4					
Name/Address' of two referees: 1					Can they be contacted now
2					Yes/No
Type/Class of Work		General Sheetmetal Work, St/St, M.S, Hoppers, Cyclones, Ducting, Frames etc			
(to be completed by craft trades only)		Operating Lasers,Punches,Brakepresses			
1					
2					
3					
4					
Do you have any part-time jobs which you intend to continue Yes/No					
Do you have ant other commitments which may limit your working hours? e.g Judicial, Military or local government					
If yes give details.....					
Have you ever been dismissed from employment ?					
If yes please give reason(s).....					

Health Record/Details

Name/Address of Doctor :

Date and reason for last visit to doctor :

Would you be willing to have a medical examination if required Yes/No

Do you smoke ? Yes/No If Yes give details
of past and present tobacco usage :

GENERAL

What are you main interests, sports and hobbies ?

Have you ever been convicted of a criminal offence ?

N.B The Rehabilitation of Offenders Act 1974 Yes/No

When could you start ?

Date :

Do you have any holiday commitments?

Date :

Do you know anyone in our employ ?

Name :

Declaration : I confirm that the information I have provided is correct and understand that misleading statements may be sufficient grounds for cancelling any agreement made. I understand that questions left unanswered may be discussed at interview(s) arising from this application

Signed

Date

Part 2 (To be completed by Manager at time of interview)

General comments/views.....

Interviewed by : Date :

Offer made/ shortlist/ letter of rejection/ future reference (delete as appropriate)

Date of offer	Position	Department	Salary/hourly rate	Start Date