

APPLICATION FOR EMPLOYMENT

This form will provide the standard information we require. If you wish to provide further information in support of your application, please add a separate sheet. When all sections are complete please sign the application, then fax or post to the address on the last page of the form.

Please fill in ALL sections in BLACK ink and BLOCK CAPITALS

Post Ref:

Post Title:

Where did you see the vacancy?:

YOUR DETAILS

Last Name:

First Name/s:

Title:

Address:

Postcode:

Daytime contact number:

Email address:

Do you have any criminal convictions?

Yes:

No:

(Please 'tick' as appropriate)

If yes, and you are invited to attend for interview, you will be asked to supply details of any criminal convictions under separate confidential cover.

Do you require a work permit?

Yes:

No:

(Please 'tick' as appropriate)

A check will be made against the successful candidate to verify the information given. This will require sight of an original document as described in the Government Home Office list of specified documents. This will usually be in the format of evidence of your National Insurance Number.

REFERENCES

Information in support of your application, will be obtained by the taking up of references. It is preferred therefore, that one referee should include your current or most recent employer.

References will initially be taken by telephone and confirmed in writing. Only information relevant to the post applied for will be sought.

Do you agree to your referees being contacted prior to a possible offer of the post?

Yes:

No:

(Please 'tick' as appropriate)

First Referee

Relationship (i.e. Line manager/Colleague or personal)

Name:

Position:

Address:

Postcode:

Daytime contact number:

Email address:

Second Referee

Relationship (i.e. Line manager/Colleague or personal)

Name:

Position:

Address:

Postcode:

Daytime contact number:

Email address:

SUPPORTING INFORMATION (Relevant to the criteria for the post)

Please continue on separate sheet if required

STATEMENT

To the best of my knowledge and belief, the information contained in this form is true and accurate.

Signed:

Date:

(Date Format 12/12/2008)

Print out, sign and fax your completed application form to: **01777 872288** or post to
The Human Resources Department, T&S Group Ltd, Systems House,
Lodge Lane Industrial Estate, Tuxford, Newark, Nottinghamshire NG22 0NL