

APPLICATION FORM



Position Applied For
Vacancy Ref No

PERSONAL DETAILS

Surname..... Forename(s)

Address

.....

..... Postcode

Telephone Number..... Mobile.....

E-mail.....

National Insurance Number.....

EDUCATION AND QUALIFICATIONS

School Education – Qualifications	From	To	Results (Including Grades)
Further/Higher Education	From	To	Course & Results

TRAINING UNDERTAKEN

Date	Training Course Title	Duration Of Course	Organising Body

PRESENT POSITION

Job Title.....

Employer Employer Address.....

..... Present Salary.....

Brief Description of Duties:

What is your current notice period?

PREVIOUS EMPLOYMENT

From	To	Name of Employer and contact	Reason for leaving	Final Salary

HOBBIES AND INTERESTS:

.....
.....

REFERENCES

Please provide the names and addresses of two people we can contact for an assessment of your suitability for this job.

- 1) Name.....
Job Title.....
Address.....
Contact Number.....

- 2) Name.....
Job Title.....
Address.....
Contact Number.....

CRIMINAL CONVICTIONS

Have you been convicted of any criminal offences, which are not yet spent under rehabilitations? (Offender Act 1974)

Yes No

If "YES" please give details.....

DECLARATION

I declare that the information I have given in this application is true and accurate to the best of my knowledge. I also agree that references from my current/previous employer may be sought.

Signed Date.....

**Please return the completed application form to:
Abigail Davies (Human Resource Manager)
T. Richard Jones (Betws) Ltd
Betws Industrial Park, Foundry Road,
Ammanford, SA18 2LS**

EQUAL OPPORTUNITY MONITORING FORM

TRJ is committed to a policy of equal opportunity in its employment practices. In accordance with the policy all applicants will not be discriminated on the grounds of sex, being married, race (including colour, nationality ethnic or national origins), disability or other conditions not justified in law or relevant to the performance of the job.

MARITAL STATUS

Married Single Divorced Partnered

GENDER

Male Female

DATE OF BIRTH AGE.....

Do you have the right documentation to take up employment in the UK and if necessary have a work permit? (Delete as appropriate)

Yes No

DISABILITY

Under the Disability Discrimination Act, disability is defined as “having a physical or mental impairment which has a substantial and long term effect to your ability to carry out normal day-to-day activities”.

Corresponding to the DDA definition, is your ability to perform the particular job for which you are applying limited in any way?

Yes No

If “YES” please give details.....

DATA PROTECTION

The information you provide on this application will only be assessed by the companies selection panel.