



APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:	Employment
	Part Time/Full Time*

Please complete clearly in BLOCK CAPITALS using black/dark blue ink.
Please circle where appropriate

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses. On completion please return this form to:

Plasma & Thermal Coatings Ltd
Maesglas Industrial Estate, Newport, NP20 2NN

1. PERSONAL DETAILS

These will be separated from your application before assessment takes place.

Surname:	Title: Mr/Mrs/Miss/Ms*
Forenames:	
Home Address (inc Postcode):	
Daytime telephone number:	
Evening telephone number:	
Mobile telephone number:	
E-mail:	
How would you like us to contact you if you are invited to first interview?	
Preferred contact method:	

If the job requires it: (Tick as appropriate)				
1. Will you relocate?	Yes		No	
2. Will you travel?	Yes		No	

Equal Opportunities Monitoring Form

Plasma & Thermal Coatings is committed to increasing equality and diversity within its workforce. As part of this we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair. The information provided is only used for monitoring purposes, not for selection. All information is provided on a voluntary basis.

Please complete the following:

	Applicant Response	I prefer not to provide this information
Age		
Gender		
Religion/Faith		
Ethnic Origin		
Sexual Orientation		
Are you Disabled?		

Where did you see the advertisement for the position applied for?
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>

I prefer not to give any of this information.

Thank you for completing this form.

2. EDUCATION

Please list details of GCSEs, GNVQs, A levels, Degrees, Professional Qualifications etc. Please note, the Company may ask to see your original educational certificates.

School/College/ University etc.	From - To	Qualifications obtained	Subjects	Grades

Membership of Professional Bodies

Awarding Body	Grade of Membership	Date Attained

3. YOUR WORK**PRESENT (LAST) EMPLOYMENT DETAILS**

Name of employer (and location):

Nature of business:

Your job title:

Brief details as to the nature of your work. Include details of responsibilities and achievements. (continue on a separate sheet of paper, if necessary):

Date joined company:

Date appointed to present (last) job:

Salary/wage (current or on leaving):

Date left and reason (if applicable)

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)				
Employer's name(s)	Your job title	Type of Business	From - To	Reason for leaving

4. PERSONAL QUALITIES, SKILLS AND ABILITIES

Please provide her any other information that may assist your application, including why you believe yourself to be suitable for this job. (Continue on a separate sheet of paper, if necessary).

OTHER SKILLS

Computer literacy (specify software)

5. OTHER INFORMATION

Are you currently eligible for employment in the UK?

Yes

No

Please state what documentation you can provide in order to demonstrate this. E.g. British passport/ European Economic Area identity card/ full birth certificate/ passport or travel document showing an authorisation to reside and work in the UK. (If selected for interview you will be required to bring this document with you.)

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please provide details below. (declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974).

Do you have a current driving licence?

Yes

No

Is your driving licence free of endorsements?

Yes

No

If no, please give details of any points or convictions, including any pending convictions.

How/where did you learn of this vacancy?

Have you made an application to the company before?

Yes

No

If yes, please give details

6. REFERENCES

All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries can be made. These should preferably be:

1. Your manager in your current (last) job AND
2. A similar individual from a previous employment.

If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).

Name:	Name
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:

Please state whether we may approach these references at any time or only after an offer of employment has been made (tick as appropriate):

At any time:		Only after offer:	
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DECLARATION	
I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and a medical report, all of which must be deemed by the company satisfactory.	
Applicant Signature:	Date: