

Registered Office
 46 Sandall Road, Wisbech, Cambs, PE13 2RS
 Telephone (01945) 461361 Fax: (01945) 589264
 E-mail:enquiries@pike-textiles.com
 www.pike-textiles.com



APPLICATION FORM

PLEASE PRINT CLEARLY IN BLACK INK

Complete this form fully

Answer all questions honestly and truthfully

Read the declaration and Data Protection Act consent

Sign and date the form

Position applied For

Available to take up employment (Enter date)

Salary required

Prepared to Work Full Time / Part Time / Shift Work

Title Surname Forename

Address

 Post Code

Home Telephone Number Mobile Number

E-mail Address N.I. Number

Do you own a car? YES/NO Have you a current Driving Licence? YES/NO

Have you any current endorsements? YES/NO

If yes give details

Do you speak or read a foreign language? YES/NO

If yes give details

Do you speak and read English well? YES/NO

SECONDARY EDUCATION

School Name & Address	From	To	Examinations (subject/result, etc)

FURTHER EDUCATION & TRAINING

University/College	From	To	Course	Subjects	Qualification or Class of Degree

OCCUPATIONAL QUALIFICATIONS

College/Insitute or other name	Course	Qualification

MEMBERSHIP OF PROFESSIONAL BODY

Name	Level

EMPLOYMENT HISTORY

Name and Address of present or last Employer

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Job Title	
Date of joining	
Current Salary	
Job responsibilities	
Reason for leaving	

Details of previous employment

Employers Name		
Address		
Position held		
From		
To		
Reason for Leaving		
Salary on Leaving		

Career Information

Why are you applying for this position and what makes you right for this job?

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Please outline any special projects or achievements for which you have been responsible.

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What are your career aims and personal ambitions?

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What do you consider to be your main strengths and best personal qualities?

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Additional Information

If offered this position will you continue to have any other employment? Yes/No

If yes please give details

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The company needs to conform to security arrangements imposed by customers. For that purpose please declare any criminal convictions that are not considered to be spent under the Rehabilitation of Offenders Act (2001)

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Please give any further information which you think may assist us in considering your application.

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References

Previous Employer

Name	
Occupation	
Address	
Tel No.	
E-Mail	

Other

Name	
Occupation	
Address	
Tel.No.	
E-Mail	

Capacity known to you

Have you any objection to these references being obtained prior to interview?

YES/NO

Permission to work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

YES/NO

If you are successful in your application would you require permission to work in the UK?

YES/NO

Are there any restrictions (restrictive covenants) from your current/previous employer which will affect your ability to work for the company?

YES/NO

If yes please provide copies.

Notes: To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you the following items of evidence of your eligibility to work in the UK, namely your passport ID card or other relevant travel document or if none of these are available, two separate documents such as your full UK birth certificate and a document giving your National Insurance Number, such as P45, P46, P60 or a pay slip. No offer of employment will be made unless such evidence has been produced.

Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal.

I understand that the Company has the right to check on my experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the company.

Data Protection Act 1998

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the Company holding such information on file only as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing & destroying) it in accordance with the eight data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Did you complete this application form by yourself?

YES/NO

Signed

_____ Date

For Office Use Only

Application form evaluated by _____ Date _____
Letter 1 Unsuccessful application _____ Date _____
Letter 2 Included on waiting list for vacancy _____ Date _____
Telephone Call to arrange interview _____ Date _____
Letter to arrange Interview _____ Date _____

1st Stage Interview Interviewed by:- _____
Date _____ Time _____

Remarks

	1	2	3		4	5
Appearance						
Communication						
Experience						
Intelligence						
Co-Operation						
General Impression						

2nd Stage Interview Interviewed by:- _____
Date _____ Time _____

Remarks

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3rd Stage Interview Interviewed by:- _____
Date _____ Time _____

Remarks

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Start Date	_____	Department	_____	Grade	_____
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Proof of right to work in UK _____
P45/P46 _____
Pension Entry Date _____
Reference requested _____
Driving Licence _____
Proof of Qualifications _____
Union membership _____
Social Club membership _____