



Servosteel

Surname Title for correspondence (eg Mr/Mrs/Ms/Dr)	Forenames	National Insurance number
Permanent address: Post code: Telephone no (Home):..... (Work): (Mobile): Email address: Please indicate preferred method of contact		
Nationality at Birth:	Present Nationality (if different):	
Have you got a current driving licence?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable where did you see this vacancy advertised? Have you applied for other positions at Servosteel? Yes/No If yes, please state:..... Have you previously worked for Servosteel? Yes/No Do you require a visa to work in the UK? Yes/No If yes, do you hold a permanent visa or work permit to work in the UK? Yes/No		



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Employment history (Please give relevant previous employment details of all full-time and part-time.
Servosteel requires a minimum of three years history.

Employer's name and address and type of business.	State position held, salary payable & benefits and briefly outline your main responsibilities.
<p>Current: From</p> <p>.....</p>	<p>.....</p> <p>Reason for wishing to leave:</p> <p>Salary:</p>
<p>Previous: From/To /</p> <p>.....</p>	<p>.....</p> <p>Reason for wishing to leave:</p> <p>Salary:</p>
<p>Previous: From/To /</p> <p>.....</p>	<p>.....</p> <p>Reason for wishing to leave:</p> <p>Salary:</p>

Continue on a separate sheet if necessary with a brief summary of previous employers and roles held. Please put your full name on any additional sheets



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Periods not accounted for (Please give details of what you were doing during gaps in employment of more than two weeks (but not holidays) e.g. registered unemployed etc.)

.....

Education history (Please give details of all education where applicable to essential criteria)

Secondary school attended	Examinations passed	Grade
.....
College/University attended	Examinations passed	Grade
.....
Training courses attended		
.....		

Membership of professional bodies

Name of body, level and date of membership obtained(State whether by examination)

.....

Computing skills (Please list with and indicate your level of



the software packages which you are familiar with and indicate your level of competence

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Supporting statement— Please give your reasons for applying. It is extremely important that you give as many clear examples as you can detail how you specifically meet the requirements of the job. Make sure you include all relevant experience, knowledge or skills; this includes voluntary or unpaid work. It is advisable to address each of the essential requirements separately.



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Rehabilitation of Offenders Act 1974

Please declare any relevant convictions (See Rehabilitation of Offenders information sheet for guidance)

.....
.....
.....
.....
.....

Availability and interview arrangements

Dates when NOT available for interview

We cannot guarantee to avoid these dates but will try to do so.

When could you take up employment if appointed?

Please find attached the "References", "Supporting Statement", "Ethnic Monitoring Questionnaire", " forms, which you are also required to complete.

You must sign and date this form.

Note: We must interpret strictly and impartially the prescribed conditions regarding nationality and qualifications, but it is not possible
o investigate the eligibility of every candidate before interview. You should, therefore, satisfy yourself that you are eligible before you apply.

If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

I declare that the information I have given is, to the best of my belief, true and complete. I authorise Servosteel to process and verify the information subject to the provisions of the 1998 Data Protection Act.

It is our policy to hold all applications for posts within Servosteel for no longer than 3 years.

If you give any information which you know is false, or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

Signature Date

I have attached a copy of my passport/ID (Please tick)



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References

Please complete this section with the name, address and telephone number of your previous employers in the last five years. None of these should be a relative and one should be your current, or if you are unemployed, last employer. Once standard employment checks have been carried out you will be sent confirmation of your employment.

			May we contact your referees before interview? Please indicate with a v in the relevant box.
Reference: 1 (Current Employer)			
Name and address	Telephone number and e-mail address	Period of service	
.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
.....	
.....	
Reference: 2			
Name and address	Telephone number and e-mail address	Period of service	
.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
.....	
.....	
Reference: 3			
Name and address	Telephone number and e-mail address	Period of service	
.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
.....	
.....	
Reference: 4			
Name and address	Telephone number and e-mail address	Period of service	
.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
.....	
.....	

I consent to Servosteel contacting my referees as indicated above before or after interview.

Name:

Signature: Date:

Now please return this form to the: --

Operations Manager Servosteel Pensnett Rd Dudley DY1 2HA