

APPLICATION FOR EMPLOYMENT

Please write clearly and print all details

SECTION A - Personal Details

Full Name & Title: _____ Mr / Mrs / Miss / Dr

Address: _____
(including postcode)

Telephone Number: _____ Days
(including dialing codes)

Evenings

Do you hold a full UK Driver's Licence? YES / NO

Details of any criminal convictions
(excluding convictions classed as spent under Rehabilitation of Offenders Act)

SECTION B - Job Details

Position applied for: _____

Location: _____

Do you own a car? YES / NO

Can you drive a forklift truck? YES / NO

Do you have a forklift truck licence? YES / NO

Do you mind working shifts? YES / NO

Type of work preferred? Part-Time / Temporary / Permanent
(Delete as appropriate)

SECTION B - Continued

What has prompted you to apply for employment with our Company? _____

Have you previously applied? YES / NO

If answer to above is yes, please provide details _____

Have you been employed by the company previously? YES / NO

If yes, provide dates From _____ To _____

In what position? _____

Why did you leave? _____

SECTION C - Employment History (begin with most recent employer)

Employer's Name:

Job Title:

Brief description of duties:

Salary: _____ **Employed from:** _____ **to:** _____

Reason for leaving:

Employer's Name:

Job Title:

Brief description of duties:

Salary: _____ **Employed from:** _____ **to:** _____

Reason for leaving:

Employer's Name:

Job Title:

Brief description of duties:

Salary: _____ **Employed from:** _____ **to:** _____

Reason for leaving:

Please continue on a separate sheet if required.

SECTION D - Qualifications

Name & address of School / College / University:

Qualification: GCSE/O/A Level, Degree, Standard Grade, H Grade etc.

Subject(s)

Grade(s) obtained:

Name & address of School / College / University:

Qualification: GCSE/O/A Level, Degree, Standard Grade, H Grade etc.

Subject(s)

Grade(s) obtained:

Name & address of School / College / University:

Qualification: GCSE/O/A Level, Degree, Standard Grade, H Grade etc.

Subject(s)

Grade(s) obtained:

Name & address of School / College / University:

Qualification: GCSE/O/A Level, Degree, Standard Grade, H Grade etc.

Subject(s)

Grade(s) obtained:

SECTION E - Medical History

Do you have a medical condition which may affect your ability to perform the functions of the job you are applying for? YES / NO

Are there any reasonable adjustments that could be made to the recruitment process to assist you in your application for the job? YES / NO

Are there any reasonable adjustments that could be made to enable you to carry out the job? YES / NO

If 'yes' please give details: _____

SECTION F - Other Information

Please provide the names and addresses of 2 previous employers who we could approach for a professional reference
(NB referees will not be contacted until an offer has been made and accepted)

Name:

Position:

Company:

Address:

Name:

Position:

Company:

Address:

If successful when are you available to start work? _____

DATA PROTECTION ACT.

The information that you provide on and with this form (including any sensitive personal data) will be held and processed by BPI for recruitment and selection purposes. We may also seek verbal or written references from any referees you have provided us with. By submitting this application, you consent to BPI obtaining and processing this information. In the event that you are unsuccessful in your application, BPI will normally keep your application details on file for a six month period and may contact you if other suitable vacancies arise.

SECTION G - Signature

I can confirm that the information provided by me on this form is correct.
I understand that any misrepresentation will result in the termination of my employment.

SIGNED:

DATE:

Please send this completed Application Form to the address below and this will be directed to the site or business most relevant to your skills and knowledge for consideration.

**BPI Group HR
96 Port Glasgow Road
Greenock
PA15 2UL**

EQUAL OPPORTUNITIES - Voluntary Information

The company seeks to recruit employees on the basis of their general suitability for a position and aims to ensure that consideration of age, sex, marital status, disability, religion or belief and racial or ethnic origin should play no part in this process.

In order to monitor the effectiveness of this commitment to equal opportunities it would be helpful if you could complete this section of the form. Completion is not compulsory but should you give details below the information will be used for no other purpose than that as stated in this paragraph.

MARITAL STATUS

Single Married Separated Widowed Divorced

SEX

Male Female

D.O.B.

____ / ____ / ____

ETHNIC ORIGIN:

African Afro-Caribbean Asian (Chinese / S.E. Asia) Asian (Indian Sub-Continent)
 European Polynesian

SEXUAL ORIENTATION

Heterosexual Bisexual Gay Lesbian