

# APPLICATION FORM

for employment with



Hadleigh Castings Limited  
Pond Hall Road Hadleigh Suffolk  
IP7 5PW Tel: 01473 827281

Please complete all sections and sign and date the declaration on page 3. The information supplied on this application will be treated as **STRICTLY CONFIDENTIAL**.

Application for the position of	
Where did you learn of this vacancy?	

## PERSONAL DETAILS

Title ( Mr / Miss / Ms / Mrs)	Forename			
Surname	Middle Name			
Address				
Postcode				
National Insurance No	Date of Birth			
Home Tel. No	Mobile Tel No			
Work Tel. No	E-mail			
The best time to catch me to arrange an interview is in the (please tick those that apply):	Morning	<input type="checkbox"/>	Afternoon	Evening

## EMPLOYMENT DETAILS (We may contact these to obtain references)

Dates from/to Current First	Name & Address of Employer	Position held with brief description of duties and reason for leaving	Salary on leaving

## SALARY & HOURS EXPECTATIONS

Please give details of expected salary / hourly rate expectations:	
Please state what shifts you would be prepared to work: Day / Night / Overnight / Other	

If your application is successful when could you commence employment?	
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<b>EDUCATION, TRAINING &amp; QUALIFICATIONS</b> (including apprenticeships)			
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Dates from/to	School/College/University/Other Training Provider (start with last attended)	Details of course or training undertaken	Qualification awarded

<b>PROFESSIONAL OR TECHNICAL ASSOCIATIONS</b>		
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Dates from/to	Name of Association	Status

<b>ADDITIONAL RELEVANT INFORMATION</b>	
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Please give your reasons for making this application stating why you consider that you could successfully perform the duties of the post

<b>INTERESTS, HOBBIES AND SPARE TIME ACTIVITIES</b>	
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Please give details

<b>CRIMINAL CONVICTIONS</b>		
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Have you been convicted of any criminal offences, which are not yet spent under rehabilitation? (Offender Act 1974)	Yes	No
Please give details		

<b>DRIVING LICENCE</b>		
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<b>(Please answer these questions if you are applying or would like to be considered for a driving vacancy)</b>		
I have a full UK driving licence (or EU equivalent)	Yes	No
I have held my licence for two years or more	Yes	No
I have 3 points or less on my licence	Yes	No

I have never been convicted of drink or drug related driving offences	Yes	No
I am 21 years of age or older	Yes	No
<b>RIGHT TO WORK IN THE UK (Asylum and Immigration Act 1996)</b>		
If you are invited to an interview please could you bring along original proof <b>and</b> a copy of your right to work in the UK. The list below may help in providing such a document; (A full list can be found at the government website <a href="http://www.ind.homeoffice.gov.uk">www.ind.homeoffice.gov.uk</a> )		
<b>Either ONE of these documents</b>		
<ul style="list-style-type: none"> <li>• A UK or European Economic Area Passport</li> <li>• A UK residence permit issued to a national form of EEA country or Switzerland</li> <li>• A UK endorsed travel document</li> </ul>		
<b>OR</b>		
<ul style="list-style-type: none"> <li>• <b>A document with evidence of permanent National Insurance Number (P45, P60)</b></li> </ul> <p style="text-align: center;"><b><u>And, one of the following</u></b></p> <ul style="list-style-type: none"> <li>• A Birth Certificate</li> <li>• A certificate of naturalisation / registration as UK citizen.</li> <li>• An endorsed letter from the Home Office</li> </ul>	<ul style="list-style-type: none"> <li>• A work permit issued by Work Permits UK</li> </ul> <p style="text-align: center;"><b><u>And, one of the following</u></b></p> <ul style="list-style-type: none"> <li>• A passport or travel document endorsed by UK Home Office</li> <li>• An endorsed letter issued by UK Home Office</li> </ul>	
I can provide confirmation that I am legally entitled to work in the UK	YES	NO

<b>REFERENCES</b>		
References are an additional tool in our selection process. Please provide the names and addresses of two persons (including your present employer if applicable) who have been acquainted with you within the last five years. Unless advised beforehand, references are not taken before an offer of employment has been made.		
Do you wish to be approached before these persons are contacted?		YES      NO
1.	2.	
Telephone No:	Telephone No:	

Thank you for taking the time to complete this application form. Can you please sign the declaration below to confirm that the information you have given is correct and, in line with the Data Protection Act 1998, you are happy for this information to be held in a secure place and used in processing your application.

<b>DECLARATION</b>	
I hereby declare that the information contained in this form is to the best of my knowledge correct. I understand that any wilful mis-statement renders me liable to disqualification or instant dismissal if engaged.	
Signed:	Dated:

Please contact us on 01473 827281 if you need the application form in an alternative format or if you need any adjustments for the interview