

# APPLICATION FORM

## (CONFIDENTIAL APPLICATION FOR EMPLOYMENT)

MR / MISS / MRS / MS / OTHER (please specify)	FULL NAME:
ADDRESS	HOME TELEPHONE NO:
POSTCODE	MOBILE TELEPHONE NO:
	NATIONAL INSURANCE NUMBER:

POSITION APPLIED FOR

WHERE DID YOU HEAR OF THIS VACANCY?

Word of mouth

Company Banner

Newspaper/Other advert  please specify \_\_\_\_\_

From a current VEKA employee  please state employee name \_\_\_\_\_

Other  please specify \_\_\_\_\_

<b>EDUCATION</b>			
DATES		SCHOOLS ATTENDED FROM AGE 11	EXAMINATIONS SUBJECTS AND RESULTS
FROM	TO		

<b>FURTHER EDUCATION</b>			
DATES		NAME OF COLLEGE/UNIVERSITY OR OTHER INSTITUTION ATTENDED	EXAMINATIONS SUBJECTS AND RESULTS
FROM	TO		

DO YOU HOLD A FULL UK DRIVING LICENCE?      YES       NO

## EMPLOYMENT HISTORY

PLEASE GIVE DETAILS OF EMPLOYMENT HELD, STARTING WITH PRESENT OR MOST RECENT

DATES		NAMES OF EMPLOYER, ADDRESS AND NATURE OF BUSINESS (include service in armed forces)	POSTION HELD, DUTIES AND RESPONSIBILITIES	SALARY AND BENEFITS	REASON FOR LEAVING
FROM	TO				

GIVE DETAILS OF ANY SPECIALISED TRAINING RECEIVED AND/OR COURSES ATTENDED (use additional sheet if required)

OTHER QUALIFICATIONS AND SKILLS (including languages, professional qualifications, keyboard skills etc.)

## ADDITIONAL INFORMATION

IF APPLYING FOR AN ADVERTISED OR PARTICULAR VACANCY YOU WILL HAVE BEEN SENT AN APPROPRIATE JOB DESCRIPTION. WITH REFERENCE TO THIS, PLEASE STATE HOW YOUR SKILLS AND/OR ABILITIES ETC. MATCH TO THE ROLE IN QUESTION.

INTERESTS/HOBBIES: (Give details of pastimes, sports etc)

ARE YOU SEEKING FULL TIME OR PART TIME EMPLOYMENT?

ARE YOU PREPARED TO WORK SHIFTS? (If applicable to the job)

IF PRESENTLY EMPLOYED, WHAT NOTICE PERIOD ARE YOU REQUIRED TO GIVE?

IF OFFERED THIS POSITION WILL YOU CONTINUE TO WORK IN ANY OTHER CAPACITY? YES/NO  
(If YES please give details)

DO YOU NEED A WORK PERMIT OR WORKERS REGISTRATION SCHEME CERTIFICATE FOR PERMANENT EMPLOYMENT IN THE UK? YES/NO

(If YES please give details and attach a copy of permit/certificate to this application)

PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS:  
(excluding those which are 'spent' as defined by the Rehabilitation of Offenders Act 1974)

## REFERENCES

PLEASE GIVE THE NAMES AND ADDRESSES OF TWO PERSONS WHO ARE IN A POSITION TO COMMENT ON YOUR PROFESSIONAL/WORK ABILITY (*not members of your family*) Details of referees from your two most recent employers are preferred. No references will be sought until after an offer of employment has been made. All offers will be subject to satisfactory references being received.

NAME:

ADDRESS:

OCCUPATION:

TELEPHONE NO:

NAME

ADDRESS:

OCCUPATION:

TELEPHONE NO:

IF YOU WISH TO DO SO, PLEASE GIVE DETAILS OF NEXT OF KIN OR PERSON WHO CAN BE CONTACTED IN AN EMERGENCY.

NAME:

ADDRESS:

RELATIONSHIP:

TELEPHONE NO: (Business)

(Home)

## RECRUITMENT POLICY AND DECLARATION

It is the Company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training. It is our policy not to discriminate against any person because of race, colour, national origin, sex, marital status, religion and belief, disability, age or age apparent.

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

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

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### Data Protection Act

By signing and returning this application form, you consent to VEKA plc using and keeping information about you provided by you or by third parties, such as references, relating to your application or future employment. Such information may include details relating to your health.

**Please return completed application forms to: The Human Resources Department at VEKA plc, Farrington Road, Rossendale Road Industrial Estates, Burnley, Lancashire, BB11 5DA.**

**Telephone: 01282 716611**

**Fax: 01282 718433**

**Email: ukrecruitment@veka.com**

## EQUAL OPPORTUNITIES MONITORING

VEKA plc is committed to a policy of equality and opportunity which is free from unfair discrimination.

Applicants are requested to complete the section below to enable the Company to monitor its Equal Opportunities Policy and Procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination in relation to employment.

The information you provide will be treated as **STICTLY CONFIDENTIAL** for statistical purposes only, it will be removed before the selection process and will not be used in consideration for short listing or interviewing purposes.

Dates requested on the application will be used only to determine continuity of employment and/or education.

MALE  FEMALE

DATE OF BIRTH :

### Ethnic Origin:

ASIAN OR ASIAN  
BRITISH:

Indian   
Pakistani   
Bangladeshi   
Any other Asian  
background

BLACK OR BLACK  
BRITISH

Caribbean   
African   
Any other black  
background

CHINESE OR OTHER  
ETHNIC GROUP

Chinese   
Any other

MIXED

White and black  
Caribbean   
White and black  
African   
White and Asian  
Any other mixed  
background

WHITE

British   
Irish   
Any other white  
background

VEKA plc welcomes applications from people with disabilities and aims to be supportive in their employment. We will be pleased to consider any special requirements.

ARE THERE ANY DISABILITIES WHICH MAY AFFECT YOUR APPLICATION? YES/NO

*The Disability Discrimination Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.*

If yes, please describe:

- (a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job.
- (b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

***Thank you for your help in completing this form. Please return it with your application.***