**APPLICATION FORM**

**Position Details**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Earliest start date for employment** |  |
| **Wage / salary required** | £ | per hour [ ]  / month [ ]  / annum [ ]  |
| **Current wage / salary** | £ | per hour [ ]  / month [ ]  / annum [ ]  |
| **Where did you see the job advertised** |  |
| **Do you know anyone currently employed at Instro?** | Yes □ | No □ |
| **If yes, what is your relationship** |  |
| **Prepared to work** | Full time □ | Part time □ | Shift work □ |

**Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Middle name(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Post code** |  |
| **Contact telephone number** |  |

**Nationality**

|  |  |
| --- | --- |
| **Nationality (list all if multiple)** |  |
| **Do you require a work permit to work in the UK** | Yes □ | No □ |
| **If yes, please give details** |  |

**Employment History**

|  |  |
| --- | --- |
| **Present / last employer** |  |
| **Contact name & position** |  |
| **Address** |  |
| **Post code** |  |
| **Contact telephone number** |  |
| **Start date** |  | **Leaving date** |  |
| **Job title** |  |
| **Brief description of your duties and role** |  |
| **Reason for leaving** |  |
| **Final wage / salary** |  |
| **Previous employer** |  |
| **Contact name & position** |  |
| **Address** |  |
| **Contact telephone number** |  |
| **Start date** |  | **Leaving date** |  |
| **Job title** |  |
| **Brief description of your duties and role** |  |
| **Reason for leaving** |  |
| **Final wage / salary** |  |

**Driving**

|  |  |  |
| --- | --- | --- |
| **Do you have a current valid driving licence** | Yes □ | No □ |
| **Do you own a car** | Yes □ | No □ |
| **Do you have any current endorsements**  | Yes □ | No □ |
| **If yes, please give details** |  |

**Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School name & location** | **From** | **To** | **Subject** | **Exam type** | **Result / grade** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Education and Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **University/College** | **From** | **To** | **Type of course** | **Subject(s)** | **Qualification & level gained** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**General**

|  |  |
| --- | --- |
| **Details of your interests and hobbies** |  |
| **Public duties undertaken, e.g. Local councillor** |  |
| **Details of any voluntary work done** |  |

**Health**

|  |  |  |
| --- | --- | --- |
| **Do you consider yourself to have any disabilities which may affect your application** | Yes □ | No □ |
| **Are there any reasonable adjustments we can make to assist you in your application or with our recruitment process** |  |
| **Are there any reasonable adjustments you feel should be made to the job which would enable you to carry out the job** |  |

**Offenders**

|  |  |  |
| --- | --- | --- |
| **Have you ever been convicted of a criminal offence** | Yes □ | No □ |
| **If yes, please give details** | *(Declaration subject to the rehabilitation of offenders act)* |
|  |

**References**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** **most recent or current employer** | **Referee 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Relationship** |  |  |
| **Occupation** |  |  |
| **Telephone number** |  |  |
| **Email address** |  |  |

**Personal Statement**

|  |
| --- |
| ***Please use this section to include any information you think may support your application.*** |
|  |

**How We Use Your Information**

|  |
| --- |
| We use the details you have provided in relation to your job application only. We do not share your information with any third parties. Our Job Applicant Privacy Policy can be found online at www.instro.com. If you do not have online access, you can request a paper copy by writing to us at the address below or calling us on 01843 604455. |

**Recruitment Policy**

|  |
| --- |
| All recruitment hires go through the same recruitment process with an unbiased interview panel.It is Instro Precision’s policy to employ the best qualified people and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status or disability. |
| I authorise the company to obtain references and seek appropriate security clearance (*directly or through a third party*) to support this application prior to an offer being made and accepted. I release the company and any contracted third party 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 may be sufficient cause for rejection or, if employed, dismissal. |
| **I confirm I have read and accept the Job Applicant Privacy Policy** [ ]  |
| **Signed** |  | **Date** |  |

**Please either return by post to: Human Resources, Instro Precision Limited, Sentinel House, Artillery Way, Sandwich, Kent, CT13 9FL or** [**recruitment@instro.com**](file:///%5C%5CIPL.MAIN%5CData%5CHR%5CHR%20Documents%5C1.%20Completed%20Documents%5C001%20Recruitment%5Crecruitment%40instro.com)