

GARTON LIMITED

(T/A Smith Bullough, Thomas Smith Fasteners & Garton International)

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

WE ARE COMMITTED TO EQUALITY OF OPPORTUNITY.

TO HELP ENSURE THAT OUR EQUAL OPPORTUNITIES POLICY IS WORKING EFFECTIVELY, PLEASE COMPLETE THE FOLLOWING SECTION.

THE INFORMATION ON THIS PAGE WILL ONLY BE USED FOR STATISTICAL MONITORING AND WILL NOT AFFECT THE PRE-SELECTION OF CANDIDATES. IT WILL BE DETACHED PRIOR TO SELECTION FOR INTERVIEW.

POSITION APPLIED FOR

LOCATION

PERSONAL DETAILS	
SURNAME _____	FORENAMES _____
ADDRESS _____	
_____	POST CODE _____
TELEPHONE - PRIVATE _____	ALTERNATIVE _____
DATE OF BIRTH _____	NI NO. _____

ADDITIONAL PERSONAL DETAILS
APPLICANTS ARE REQUESTED TO TICK THE RELEVANT BOXES BELOW TO ENABLE THE COMPANY TO MONITOR IT'S EQUAL OPPORTUNITY POLICY

MALE FEMALE

ETHNIC GROUP

BLACK AFRICAN	BLACK CARIBBEAN	WHITE EUROPEAN	WHITE UK
INDIAN	IRISH	PAKISTANI	BANGLADESHI
CHINESE	OTHER (PLEASE SPECIFY)		

A) ARE THERE ANY SPECIAL NEEDS OR REASONABLE ADJUSTMENTS, WHICH YOU FEEL SHOULD BE MADE TO THE RECRUITMENT PROCESS TO ASSIST IN YOUR APPLICATION FOR THE JOB?
B) ARE THERE ANY SPECIAL NEEDS REASONABLE ADJUSTMENTS WHICH YOU FEEL SHOULD BE MADE TO THE JOB ITSELF WHICH WOULD ENABLE YOU TO CARRY OUT THE ROLE?
PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS, INCLUDING DATE OF CONVICTION AND SENTENCE IMPOSED. N.B. CONVICTIONS WHICH ARE SPENT UNDER THE REHABILITATION OF OFFENDERS ACT 1974 NEED NOT BE DISCLOSED.
ARE ANY CRIMINAL PROCEEDINGS PENDING AGAINST YOU? IF YES PLEASE GIVE DETAILS.

Dated 22.03.2010

OFFICE USE ONLY

APPLICATION FORM No.	
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SELECTED FOR INTERVIEW

YES	
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NO	
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IF NO, SPECIFY REASON

CANDIDATES SPECIAL NEEDS

OFFICE USE ONLY

APPLICATION FORM NUMBER

POSITION APPLIED FOR

NAME (ONLY TO BE INCLUDED POST PRE-SELECTION

PLEASE COMPLETE SECTIONS 1 TO 8 AS FULLY AS POSSIBLE

EDUCATION – SECTION 1

Please give details of schools from age 11; give full details of examinations taken and grades obtained.

NAME & TYPE OF SCHOOL		EXAMINATIONS & RESULTS

FURTHER EDUCATION & TRAINING – SECTION 2

NAME OF UNIVERSITY/COLLEGE	QUALIFICATIONS & GRADE OBTAINED	MAIN SUBJECTS STUDIED

Membership of Professional Institutions:

COURSES ATTENDED – SECTION 3

DATE	NAME OF TRAINING ORGANISATION	NAME OF COURSE	MAIN SUBJECTS STUDIED

PRESENT OR MOST RECENT EMPLOYMENT – SECTION 4

DATES		JOB TITLE	EMPLOYER'S NAME, LOCATION & NATURE OF BUSINESS	RENUMERATION/BENEFITS
FROM	TO			
				BASIC:
				OTHER:

Summarise main responsibilities and achievements:

Notice required:

Reason for leaving:

EMPLOYMENT HISTORY – SECTION 5

Please give details of the last four appointments you have held prior to your present post, starting with the most recent.

DATES		POSITION HELD	EMPLOYER'S NAME, LOCATION & NATURE OF BUSINESS	MAIN RESPONSIBILITIES & ACHIEVEMENTS	REASON FOR LEAVING
FROM	TO				

INTERESTS – SECTION 6

Please indicate any position of responsibility held.

COMMENT – SECTION 7

Please explain why you are applying for this position, and why you consider yourself a suitable applicant. Describe your career objectives.