



360 Farm Street, Birmingham, B19 2TZ
Tel: 0121 515 0121 Fax: 0121 523 4440
sales@nssocketscrews.com
www.nssocketscrews.com

Employment Application Form

Strictly Private and Confidential

Section 1 - Your personal information

First name:

Surname:

Address:

Postcode:

Contact telephone:

Next of kin:

National Insurance Number:

Position applied for:

As stated in the Asylum and Immigration Act 1996, we must ask for proof that you are entitled to work in the United Kingdom. Should you be invited to attend an interview, you will need to bring one of the following:

- a) Evidence of your National Insurance Number (P45, P60 or National Insurance Card)
- b) Passport, work permit, certificate of registration or letter of naturalization as a British citizen.

Section 2 - Licence details (if applicable)

Do you hold a full United Kingdom Driving Licence? Yes No

If yes, please complete the following and bring the licence along to any interview with you.

Driving licence no.	Expiry Date	Category of licence held (tick as appropriate)				
		Car (A)	Motorcycle (B)	3-7 tonne (C1)	LGV (C)	LGV (C+E)

Do you hold a fork lift truck licence? Yes No

If yes, please complete the following and bring the licence along to any interview with you.

Forklift Certificate	RTITB	ITSSAR	CITB	AITB
List type of truck				
Examiner's name				
Authorisation number				
Attachments				
Date last certified				

Section 3 - Your work experience

Please provide details of your current/ previous work experience. If necessary please attach a separate sheet. In addition to the box below please feel free to enclose a copy of your Curriculum Vitae. If you have not been in paid employment, have been studying or are returning to work after a break, please take this opportunity to tell us what you have been doing during that time.

Please complete the below starting with your most recent/current employers. If necessary please attach another sheet with further details.

Employer information		Main responsibilities and achievements	
Employer:			
Start date:			
Position:			
Address:			
		Length of service:	
Postcode:		Reason for leaving:	
Telephone:		Salary or wage:	

Employer information		Main responsibilities and achievements	
Employer:			
Start date:			
Position:			
Address:			
		Length of service:	
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Employer:			
Start date:			
Position:			
Address:			
		Length of service:	
Postcode:		Reason for leaving:	
Telephone:		Salary or wage:	

Details of any employment gaps in the last five years:

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Section 4 - Other information

Please provide details of any hobbies or out of work activities and include any additional skills, qualifications or personal qualities that you believe may make you suitable for the role applied for.

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Please provide a summary of educational qualifications achieved.

Date	Institution	Qualification

Please provide us with details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974. Failure to do this may result in the termination of any contract of employment arising from this application. Conviction for a criminal offence may preclude you from certain job functions.

Do you have any unspent criminal convictions in this or any other country?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any court appearances or alleged offences pending at this time?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Date of appearance:	
Name of court:	
Offence:	
Sentence:	

Section 5 - Declaration

Please check that all the answers given in this application form are accurate and read the statements below carefully before signing in agreement.

I understand that any offer of employment by Non Standard Socket Screw Limited is subject to satisfactory completion of a medical questionnaire and the receipt of references given above. Non Standard Socket Screw Limited reserves the right to contact previous employers and referees for references.

I confirm that I have completed this application form fully, accurately and truthfully. I further understand that Non Standard Socket Screw Limited will rely upon the information given above and in any interviews and that any misstatement or untruth given may result in any contract or offer of employment being withdrawn.

If engaged, I agree to observe the company's rules for employees and terms and conditions of employment.

Applicant's signature:		Date:	
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Section 6 - Pre-employment medical questionnaire

Data Protection Notice: All information disclosed below will be treated in strictest confidence under the Data Protection Act 1998.

Certain information is requested prior to you commencing employment with our company, in order to ensure you are able to carry out the requirements of the job, for your personal safety and to meet our statutory obligations under relevant health and safety regulations. The information is also required to establish whether we may need to make any reasonable adjustments to assist you in performing the work, in accordance with the requirements of the Disability and Discrimination Act 1995.

Medical history

Are you currently or have you ever suffered from any of the following ailments?

	Yes	No
Circulatory problems such as varicose veins, phlebitis or thrombosis		
Heart problems, angina, hypertension, heart attack or stroke		
Respiratory problems such as asthma or severe bronchitis		
Diabetes		
Epilepsy or fainting attacks		
Skin disorders		
Recent operations		
Back trouble, arthritis or rheumatism		
Injuries to bones, joints or tendons (including wrists)		

If you have answered Yes to any of the above please give specific details in the box below.

	Yes	No
Are you currently on any prescription medication?		
Have you suffered from any other significant health problems including issues with your eyes, hearing or skin?		
Have you ever made a claim for Industrial Disease or injury?		
Have you worked in an industry with high noise levels or been exposed to the use of hand-held vibratory tools?		

Applicant's signature:		Date:	
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Please return the completed application form to the following address:

Mrs D. Talbot
 Non Standard Socket Screw Limited
 360 Farm Street
 Hockley
 Birmingham
 B19 2TZ

Section 7 - Interview record (for internal purposes only please do not complete)

Vacancy:

Date:

Interview?:

Yes	No
<input type="text"/>	<input type="text"/>

Regret letter:

Yes	No
<input type="text"/>	<input type="text"/>

Offer letter:

Yes	No
<input type="text"/>	<input type="text"/>

References received:

Yes	No
<input type="text"/>	<input type="text"/>

Evidence of permission to work in the UK (copy required for records):

Yes	No
<input type="text"/>	<input type="text"/>

Interview Notes: