

Multistage International Ltd

Bury St Edmunds, Suffolk, IP32 7AB

JOB APPLICATION FORM

The information contained in this form will be treated as strictly confidential.

Please complete using black ink to ensure legibility after photocopying. If required, you may add supplementary sheets to this form. If so, please make sure that your name is clearly written at the top of each sheet.

In response to our commitment to providing equal opportunities an electronic copy of this form is available on request. Typewritten form and audio tape responses are acceptable.

VACANCY DETAILS

Vacancy applied for:

How did you hear about this vacancy?

PERSONAL DETAILS

(Please complete in block capitals)

Title (Mr / Mrs / Miss / Ms / other)

Surname:

Forenames:

Address:

Home Tel No:

Daytime or mobile Tel No.

Do you need a permit to work in the UK?

Yes

No

If yes, you will be required to provide documentary evidence of your entitlement (e.g. national Insurance card, passport, registration or naturalisation certificate) at interview.

EDUCATION

Name of school / college / institution

Dates attended
From To

Qualifications (subject / level / grade)

FURTHER EDUCATION / FORMAL TRAINING

Provider

Date

Course / Level / Grade

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ADDITIONAL QUALIFICATIONS / PROFESSIONAL MEMBERSHIP

Organisation	Date Joined	Membership Status

EMPLOYMENTS HISTORY

Present (or most recent) employment

Name and Full Address of Company / Employer

Position held:

Date employment commenced:

Salary / Benefits:

Period of notice required:

Description of main Duties and Responsibilities:

PREVIOUS EMPLOYERS

Starting with the most recent first, please cover at least 5 years continuous employment and continue on a separate sheet if necessary

From	To	Position / Job Title
Name and Address of Company		Main Duties
Nature of Business		Responsible to
Reason for leaving		

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SUPPORTING INFORMATION

With reference to your employment history, please give full details of any skills or experience that you feel you have acquired from this employment which may be relevant to your application.

Please give your reasons for applying to this position and tell us how you feel you meet the essential requirements of the post.

ACTIVITIES AND INTERESTS

Please give details of your main activities and interests.

ADDITIONAL SKILLS

Please indicate your level of computer literacy, including experience of computer software packages.

Please indicate your knowledge of any foreign languages (basic, working or fluent)

Do you have a current driving licence? Yes No
If yes, please give details of type of licence e.g. car, HGV

Do you have any endorsements on your licence? Yes No
If yes, please give details.

Do you own a car? Yes No

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HEALTH

Do you have any medical conditions that are likely to restrict your ability to undertake this job? If so, please give details and state any adjustments that you may need in the job to overcome this restriction.

GENERAL

Subject to the Rehabilitation of Offenders Act 1974, have you ever been convicted of a criminal offence which is not 'spent' under the Rehabilitation of Offenders Act?

Yes No

If yes, please give details:

ADDITIONAL INFORMATION

Is there anything that has not been covered which you would like to mention?

REFEREES

Please give us the names and addresses of two references (not a relative) who may be approached, at least one of whom should be your present, or if unemployed, your last employer (School and college leavers are advised to give a tutor or teacher as a referee).

By providing these details you authorise us to obtain reference to support this application **once** an offer has been made and accepted, and release the company and the referees from any liability caused by giving and receiving information.

Name:
Address:

Name:
Address:

Contact Telephone No:

Contact Telephone No:

Capacity in which known:

Capacity in which known:

DECLARATION

I understand that some data contained in this form may be classified as 'sensitive' and is given in confidence.

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

Signed: _____ Date: _____

If my application is unsuccessful I am happy for this form to be kept on file for a maximum of 12 months Yes No

Thank you for the time you have taken in completing this application.

Please return your completed application to:

HR Department, Multistage International Limited, 59C Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB

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EQUAL OPPORTUNITIES POLICY

Multistage International Limited is committed to providing equal opportunities in employment.

To help us monitor the effectiveness of our policies please complete this section which is purely for statistical and not for selection purposes. This will assist us to create future policies.

This section will be detached prior to selection for interview.

1. GENERAL DETAILS

Male Female

Date of birth

2. ETHNIC ORIGIN

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic origin, and the following categories are those which were used in the 1991 UK Census

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Black Other (please specify) | <input type="checkbox"/> Other (please specify) |

3. DISABLEMENT

Do you consider yourself to have a disability as defined by the Disability Discrimination Act 1995

Yes No

If yes, please describe the nature of your disability: