

INTERESTS

Please give brief details of pastimes, hobbies, sports

PERSONAL REFERENCES

Please give details of two people (not relatives) whom we could approach for character references.

Name: _____ Name: _____

Occupation: _____ Occupation: _____

Address: _____ Address: _____

I have answered the questionnaire as accurately as possible and declare that the information I have given is to the best of my knowledge true and complete.

Signed _____ Date _____

INTERVIEW OFFICE USE ONLY

Interviewer: _____ Date: _____

Application form fully completed? **YES / NO**

Job description explained? **YES / NO**

Are the documents provided to check work entitlement acceptable? **YES / NO**

Documents provided (Please list)

Further documents required? (Please list) **YES / NO**

Holiday entitlement explained (Please detail) **YES / NO**

Pre booked holidays?

Prepare conditional job offer letter? **YES / NO**

ProposedStart date: _____ Position Offered: _____

Pay: _____

Shift / Hours: _____ Probationary period: _____

Reporting to: _____ First pay review: _____

Any other comments:



APPLICATION FOR EMPLOYMENT CONFIDENTIAL

STARGLAZE
No. 5 Works
Waterside South
Lincoln, LN5 7JD
Tel: (01522) 512525
Fax: (01522) 567651

RECRUITMENT AT STARGLAZE

Please answer all questions as fully as possible and write clearly to enable us to assess your application. Decisions on whether applicants will be selected for interview will be based on your experience and our assessment of your suitability for the positions applied for. Starglaze is an equal opportunity employer.

If you are selected for an interview, you will be contacted to arrange a date and time. If you are not selected for an interview, we will advise you in writing. We are required to check that all applicants are entitled to work in the U.K. by asking for documentary evidence, which will be kept in the personnel records of applicants offered employment. You will therefore be asked to bring to interview your passport or full birth certificate together with proof of your National Insurance number (e.g. on a P45 or P60). You will need to notify us if none of these documents are available, and we can advise you on other documentation that may be sufficient for our requirements.

Following interview, should we decide to offer you a position we will send you a formal conditional offer letter, explaining the terms and conditions of the employment. Offers are subject to confirmation in writing and nothing (either at interview or in the offer letter) is offered that is not intended to be included in the contract. We will notify all unsuccessful applicants in writing.

All offers of permanent employment are conditional upon receipt of the necessary work entitlement documents, references satisfactory to us, and successful completion of the relevant probationary periods.

If you accept a conditional job offer, you will be required to start work on the date specified in the letter and bring your P45 and bank details with you on commencement.

Surname: _____ Forenames: _____

Address: _____ Postcode: _____

Tel. No: _____ Date of Birth: _____ Age: _____

Place of Birth: _____

Marital Status: _____ No. of Dependants: _____ Shoe Size: _____

No. of children: _____ Their ages: male _____ female _____

Have you taken any time off for parental leave? **YES / NO** If YES, please give details (we will ask previous employers to verify this information).

Do you own a car? **YES / NO** Do you have a current driving license? **YES / NO** Is it clean? **YES / NO**

If NO, give details: _____

National Insurance Number: _____ Weight: _____ Height: _____

Do you have any physical disabilities such as impaired vision, hearing problems, back problems, diabetes etc, which could affect this application? **YES / NO** If YES, please give details:

Please give details of any prescribed medication that you will need to take during work hours (e.g. Insulin)

Have you been absent from work in the last 3 years through ill health? **YES** / **NO** If **YES**, please give details:

Are you registered disabled? **YES** / **NO** Registration Number: _____

Have you received compensation for injuries? **YES** / **NO** If **YES**, please give details: _____

Have you received treatment or counselling for drug or alcohol related illness or dependencies? **YES** / **NO**

Have you ever suffered from any of the following (If **YES**, please give details):

- work related ill health
- epilepsy
- skin disorders (incl eczema and dermatitis)
- nervous illness
- high or low blood pressure
- back trouble
- deafness, earache
- asthma or breathing difficulties
- migraine or headaches
- depression
- psychiatric disorders
- rheumatism, hernia or arthritis
- arm, hand, wrist or shoulder problems
- any other condition not mentioned above

How would you rate your state of health? Excellent Good Fair Poor

EMPLOYMENT

Position applied for: _____ Pay at last job £ _____ per _____
Pay expected £ _____ per _____

Have you previously worked for us? **YES** / **NO** If YES, when? _____

Reason for leaving? _____

Have you any relatives working for us? **YES** / **NO** If YES, please give names and relationships:

What date would you be available for work? _____

Last 4 Years EMPLOYMENT HISTORY

We will need to contact your previous employers.

Present / Last Employer: _____

Full Postal Address: _____ Tel: _____

Type of work: _____

Contact: _____

From: _____ to _____ Starting pay £ _____ per _____ Leaving pay £ _____ per _____

Reason for leaving _____

Employer: _____

Full Postal Address: _____ Tel: _____

Type of work: _____

Contact: _____

From: _____ to _____ Starting pay £ _____ per _____ Leaving pay £ _____ per _____

Reason for leaving _____

Employer: _____

Full Postal Address: _____ Tel: _____

Type of work: _____

Contact: _____

From: _____ to _____ Starting pay £ _____ per _____ Leaving pay £ _____ per _____

Reason for leaving _____

Employer: _____

Full Postal Address: _____ Tel: _____

Type of work: _____

Contact: _____

From: _____ to _____ Starting pay £ _____ per _____ Leaving pay £ _____ per _____

Reason for leaving _____

EDUCATION

Establishment	From	To	Qualifications

Professional membership and qualifications