

Application for Employment

Please complete all sections of the application form as the information provided will be used as part of the selection process.

PERSONAL DETAILS

Title:	First Name(s):	Surname:	
Address: Postcode:		Your contact details	
		Mobile:	
		Tel. – day time:	
		Tel. – evening:	
		Email:	
Nationality:		Are you eligible to work in the UK?: Yes / No	

SECONDARY AND HIGHER EDUCATION

Please start with your most recent education and continue on a separate page if necessary.

Dates		School, College or University	Examinations taken, results/grades obtained, Scholarships or other Distinctions
From	To		

FURTHER EDUCATION AND TRAINING

Please start with your most recent education and continue on a separate page if necessary.

Dates		Institute or Employer	Subjects studied and Qualifications gained
From	To		

LANGUAGES

If you speak any other language in addition to English, please indicate your level of proficiency.

Language	Spoken			Written		
	Basic	Proficient	Fluent	Basic	Proficient	Fluent

WORK REFERENCES

Please give details of two people whom we could approach for information about your work, experience and attendance record after obtaining your permission. Please also indicate the relationship to the referee.

Name:	Occupation:
Address:	Telephone:
	Relationship:
Name:	Occupation:
Address:	Telephone:
	Relationship:
If any referee knows you by a different surname, please give details:	

NOTICE

How much notice are you required to give your current employer?		On what date would you be available for work?	
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EMPLOYMENT

Position applied for:	
Pay Expected:	
How did you find out about the job?	
Do you smoke?	Yes / No
Do you use any illegal drugs?	Yes / No
Is there anything which would preclude you from working over the next 12 months?	Yes / No
Do you have a current and clean drivers licence? Licenses will be examined at interviews. When is the renewal date? Which groups does it cover? If it is not clean, please provide details (reason and date endorsement will come off):	Yes / No
Do you have your own transport? If Yes, is it reliable for getting to work?	Yes / No Yes / No
Have you ever been convicted of a Civil or Criminal offence? If Yes, please describe the offence and give date of conviction:	Yes / No
Are you agreeable to a criminal record check?	Yes / No
Would you work full time?	Yes / No
If applicable, would you work part time? If Yes, please state days and hours:	Yes / No
Are you flexible for working early or late or occasional weekends?	Yes / No
Do you have any holidays booked for the next 6 months? (Please note that holiday entitlement is accrued at 1.5 days per month, and no holidays allowed in the first 3 probationary months).	Yes / No
If offered this position, will you work in any other capacity outside the Company? (i.e. will you have more than one job)	Yes / No
Have you previously applied to us for employment or have you previously worked for us? If Yes, please state when.	Yes / No
Have you ever claimed employer's liability insurance? If Yes, please give details.	Yes / No
Have you ever had an accident at work? If Yes, please give details.	Yes / No
Have you ever been dismissed from a previous job? If Yes, please give details.	Yes / No
Have you had any disciplinary actions taken against you or are there any pending If Yes, please give details.	Yes / No

SKILLS & EXPERIENCE

Please outline the skills and experience you have gained through paid employment and other works, activities and personal interests and achievements which are relevant to your application for this job.

YOUR APPLICATION

Please tell us what attracts you to working at ITP.

Please tell us why you think you are suited to this vacancy.

EMPLOYMENT HISTORY (If you are enclosing a CV with this information, you may leave this blank).
Please provide details of **all** previous employment, starting with your most recent employer.
Please continue on a separate page if necessary.

1 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Present/final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

2 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

3 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

4 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

5 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

6 Company:	Employment dates (from – to):
Address:	Position held and nature of duties:
	Final salary and other benefits:
Telephone:	Reasons for leaving:
Description type of Industry:	

DECLARATION

<p>The facts set forth in this application are to the best of my knowledge true and complete. I authorise the Company to obtain references to support this application once an offer has been made and accepted. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I understand that if my application is successful, that I may be required to undergo pre-employment drug screening and testing. I give my consent to my personal information being processed in relation to my application for employment and I consent to it being processed under the terms of the Data Protection Act 1998.</p>	
Signature:	Date:



EQUAL OPPORTUNITIES MONITORING FORM

Industrial Textiles and Plastics Ltd is committed to achieving equal opportunities for all within its employment policies and procedures. We treat all employees and applicants for employment on merit and do not take into consideration factors that are not relevant to the job or shown to be justified, including age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, gender or sexual orientation. These are known as protected characteristics.

We monitor our employment activity to help us to examine how our Equal Opportunities Policy is working and to take action for improvement should we identify areas where it is not working well.

Any information you provide will be treated in the strictest confidence and held separately from your personnel records. It will be used for statistical monitoring purposes only and will not be used during the recruitment selection process. To carry out this process, it is helpful if you complete all questions. However, we appreciate that how people are defined is a personal choice and understand if you prefer not to respond to some of the following questions.

AGE

Please indicate the age group you are in:

16-24	25-29	30-39	40-49
50-59	60-74	Undeclared	

ETHNICITY – Do you consider yourself to be (please tick):

White:	<i>British</i>		Mixed:	White & Black Caribbean	
	<i>Gypsy Traveller</i>			White & Black African	
	<i>Other white EU</i>			White and Asian	
	<i>Any other white background, please state:</i>			Any other mixed background, please state:	
Asian or Asian British:	<i>Indian</i>		Black or Black British:	African	
	<i>Pakistani</i>			Caribbean	
	<i>Bangladeshi</i>			Other background, please state	
	<i>Chinese</i>		Other ethnic group:	Arab	
			Any other, please state:		
			Undeclared:		

CARING RESPONSIBILITIES

Is there anyone who relies on you for day-to-day care and attention e.g. a child under 18, spouse or someone else in your household other than a tenant, lodger or boarder? (Please delete as appropriate)

Yes / No / Prefer not to say

GENDER

Please indicate gender: (Please delete as appropriate)

Female / Male / Prefer not to say

DISABILITY

The Disability Discrimination Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on someone's ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability that you wish to declare: (Please delete as appropriate)

Yes / No / Prefer not to say

To ensure we offer you a fair recruitment process, please tell us whether you require any reasonable adjustment should you be invited to interview: (Please delete as appropriate)

Yes / No

If yes, please provide details:

[Empty box for providing details]

Please return the completed Forms to:

PRIVATE & CONFIDENTIAL
The Managing Director
Industrial Textiles & Plastics Ltd
Oaklands Way, Stillington Road
Easingwold
York
YO61 3FA