

JPJ INSTALLATIONS LTD.

Employment Application

If completing by hand please ensure you write clearly in black pen so the application is easy to read when photocopied, alternatively this application can be typed and sent to: hr@jpj ltd.co.uk

PERSONAL DETAILS										
Surname:			First Name(s):			Title:				
Address:										
Town/City:			County:			Postcode:				
National Insurance			E-mail Address:							
Phone No. Daytime:						Phone No. Evening:				
Position Applied for:										
Are you a UK citizen?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If not, do you have a permit to work in the UK?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?			
Do you have a criminal record?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			

PRESENT OR MOST RECENT EMPLOYMENT										
Employer Name:			Phone No:							
Employer Address:			Contact Name:							
Job Title:			Starting Salary:		£		Final Salary:		£	
Dates of Appointment:		From:		To:		Reason for leaving:				
May we contact your previous employer for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>				
Period of notice required:				Full-Time <input type="checkbox"/>		Part-Time <input type="checkbox"/>				
Responsibilities:		If unemployed, then please give a brief outline of your current situation / occupation (including any voluntary work):								

PREVIOUS EMPLOYMENT (PLEASE START WITH MOST RECENT. INCLUDE ALL PAID/UNPAID/VOLUNTARY WORK)

Dates of employment:		Employer Name:	Post Title:	Main Responsibilities:	Salary/Wage:	Reason for Change:
From:	To:					

GENERAL AND FURTHER EDUCATION (INCLUDE RELEVANT PROFESSIONAL / TECHNICAL QUALIFICATIONS AND ANY TRAINING)

School/College/University/Professional Body:	Qualification obtained:	Grade/Level:	Date Obtained:

REFERENCES

Please give the names of people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your present or most recent employer. School / College leavers should give the names of lecturers / tutors / headteachers. You should *not* give friends or relatives as referees.

Full Name:		Relationship:	
Company:		Phone No:	
Address:			

Full Name:		Relationship:	
Company:		Phone No:	
Address:			

Full Name:		Relationship:	
Company:		Phone No:	
Address:			

SUPPORTING INFORMATION

Please outline how you consider that your knowledge, skills and experience meet the criteria in the person specification:

--

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Where required evidence of qualifications will be necessary prior to commencement of employment.

Signature:
(type your name if e-mailing this form)

Date:

CRIMINAL CONVICTIONS AND CAUTIONS

If you have any unspent criminal convictions, or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your name, the job reference, and the post title of the post for which you are applying. This document should be *either* enclosed in an envelope, marked '**Private and Confidential**', and sent to Human Resources, detailing your name, the post title, and the reference number, *or* e-mailed to hr@jpj ltd.co.uk with '**Criminal Conviction Information**' detailed in the subject box. This information will only be opened if your application is shortlisted. If you are unsuccessful at this stage, then this envelope will be destroyed unopened, or this e-mail will be deleted unread.

N.B. Spent convictions will still have to be declared on applications for certain occupations.

DATA PROTECTION ACT 1998

The information that you provide is subject to the protection of the Data Protection Act 1998, and will not be used for any alternative purpose without your consent.

ACKNOWLEDGEMENT OF THIS APPLICATION

Please send this fully completed application form, and any supporting information to hr@jpj ltd.co.uk or by post to: Human Resources, JPJ Installations Ltd. 7 Bradbury Drive, Springwood Industrial Estate, Braintree, Essex, CM7 2SD.

Note that in the interests of economy, a receipt for a paper application will not be sent.

If you have not been called for interview within eight weeks of the closing date, this normally means your application has not been successful.

JPJ Installations Ltd. Is committed to ensuring applicants are selected for appointment on the basis of their abilities relevant to the job. Completion of this form will help us to ensure our policy and procedures are effective in avoiding discrimination, and in promoting equal opportunities in recruitment. The information you provide will be used for monitoring and for statistical data purposes, and will form the basis of the personnel record for the successful candidate. This information will not be seen by those involved in the short listing process.