

# APPLICATION FORM

## PLEASE COMPLETE CLEARLY IN BLACK INK

- Complete this form in full, using separate sheets and attaching current CV if necessary
- Answer all questions honestly

- Read the declaration and Data Protection Act consent
- Sign and date the form
- Please send completed form, marked Confidential to:-  
Personnel Manager • Carl Kammerling International Ltd. • Pwllheli • LL53 5LH

### ➤ POST APPLIED FOR

Where did you hear about this vacancy?

Job Centre

Internal Advert

CKI website

Newspaper (which?)

Other (please specify)

### ➤ PERSONAL DETAILS

Title.

Mr

Mrs

Miss

Ms

Other

Forename(s).

Surname/Family Name.

Home Address.

Postcode.

Home Telephone No.

Work Telephone No.

Mobile Phone No.

E-mail address.

Please confirm your preference regarding future communication.

Post

E-mail

National Insurance No.

Please give number of days and details of your sickness absence from work during the last two years.

Are you willing to travel, if required as part of your employment?

Yes

No

Do you have a current and valid driving licence?

Yes

No

If applicable, please give details of any driving offences currently under endorsement.

### REASON FOR APPLICATION

- Please describe the main reasons for your application for this post and what you believe you would bring to it.

**> EMPLOYMENT HISTORY**

Please list present and past employment. All time should be accounted for, including periods of unemployment, raising a family, voluntary work etc.

Name (of present or most recent employer).

Address.

Postcode.

Type of business.

Notice period.

Wage/Salary.

Describe your key duties and responsibilities or attach full job description.

Reason for leaving/wishing to leave.

Name.

Address.

Postcode.

Type of business.

Describe your key duties and responsibilities.

Reason for leaving.

Name.

Address.

Postcode.

Type of business.

Describe your key duties and responsibilities.

Reason for leaving.

Please describe any other relevant work you have been involved in, eg. voluntary, freelance, project work etc.

From:  To:  Full or Part Time  
 weeks

Starting £  Leaving £  Additional Payments £

From:  To:

From:  To:



**> REFERENCES**

Please provide details of two referees (not relatives), preferably previous employers whom we may contact regarding your application.

(1) Full Name (current/most recent employer).

Occupation.

Address.

Postcode.

Telephone No.

Capacity known to you.

Have you any objection to this reference being obtained prior to interview?

Yes  No

(2) Full Name.

Occupation.

Address.

Postcode.

Telephone No.

Capacity known to you.

Have you any objection to this reference being obtained prior to interview?

Yes  No

**> DECLARATION**

I declare to the best of my knowledge and belief, the details I have given on the form are correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed.

I understand that the Company has the right to check on any experience, achievements, qualifications and skills claimed by me on this form or at interview and agree that such checks may be made by the Company.

I give permission for my referees as quoted above to be contacted and understand that any offer will be subject to receipt of satisfactory references, a probationary period and (if required) a satisfactory medical report.

**> DATA PROTECTION ACT 1998**

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the Data Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

**> SIGNED:**

**DATE:**

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