

APPLICATION FOR EMPLOYMENT

Position Applied For:	How did you hear about the position:	
Surname:	First Names :	
Address:	Mobile Telephone:	
	Land Line Telephone:	
	Date of Birth:	
Town:	National Insurance No:	
Postcode:	Email:	
Are there any adjustments that may be required to be made should you be invited for interview (please circle)		
No	Yes (please give details)	
DRUG & ALCOHOL TESTING		
The Company has zero tolerance towards drugs and alcohol. We operate a random Drug & Alcohol testing policy. Are you prepared to accept this policy? No Yes		
HEALTH & SAFETY		
The Health & Safety of our Employees is our utmost priority. Whilst we take all precautions necessary to mitigate risks and make the workplace as safe as possible, it still remains a hazardous environment. Please now disclose any personal circumstances, or medical conditions, that could adversely affect the safety of yourself, and that of your colleagues- e.g. conditions that could make operating machinery dangerous, working at height, enclosed spaces etc:		
Have you had any periods of absence from work in the last 12 months? YES NO If 'YES', how many? Please provide details- number of occurrences, length of each absence and the causes of each:		
Have you ever had an industrial claim from any previous employer? (please circle)		
No	Yes (how many? please give details)	
Are you willing to take full responsibility for your own health and safety whilst at work No Yes		
Are you willing to adhere to the Company's Health and Safety rules at all times No Yes		

Are you a registered First Aider	No	Yes
Are you a registered Fire Marshall	No	Yes
DRIVING		
Do you hold a full driving license	No	Yes
If 'Yes', what type of vehicle are you eligible to drive		
Car	Motorcycle	PSV
HGV	Other (please specify)	
Do you currently have any points on your license? If Yes how many?	No	Yes

EDUCATION & TRAINING

Place of Study	Qualification	Grade

Apprenticeship / Training Completed

Educational, Technical and Professional Qualifications (Please name any awarding or professional body in full and attainment level specifying grades or grade of membership)

Other Relevant Skills

Do you have armed service / public duty commitments **No** **Yes**
(E.g. are you a member of the TA / a JP / a councillor, etc.)

If **'Yes'**, please give details

What are your hobbies / interests?

Please list any facts which you think may be useful when considering your application:

Have you ever been convicted of a criminal offence (declaration subject to the Rehabilitation of Offenders Act 1974) **No** **Yes**

If **'Yes'**, please provide details

How soon would you be available for work:

Do you have any pre booked holidays planned **No** **Yes**
If **'Yes'**, please give dates

REFERENCES

Please provide two professional references below:

Referee 1	Referee 2
Name:	Name:
Company Name:	Company Name:
Position in Company:	Position in Company:
Address:	Address:
Email:	Email:
Telephone:	Telephone:

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, checks on relevant qualification, employment eligibility and criminal convictions, a probationary period and (if the company believes it appropriate) a medical report, all of which must be deemed, by MTL as satisfactory.

Signed:

Date: