



APPLICATION FOR EMPLOYMENT

Please carefully read this form and answer all the applicable questions honestly and truthfully. Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it. Return the completed form to: FWP Matthews Ltd (address at the end of this form)

Role.....
How did you hear about the role?.....
.....

About you

Family Name.....
Given Names.....
Address.....
.....Post Code.....
Daytime Contact Number.....
Email.....
National Insurance Number.....

Driving License

Do you hold a full, clean driving licence valid in the UK? Yes No
If yes, is it Private Car or Commercial? Private Car Commercial
If Commercial, please provide class of vehicle.....
Do you have any penalty points on your driving licence? Yes No
If yes please give details.....
.....
.....

Employment History

Please include details of any previous work experience (paid or unpaid), starting with the most recent first
Are you currently employed? Yes No
Have you ever been dismissed by an employer? Yes No
If yes please give details.....
.....
.....

Current or most recent employer

Name of employer.....

Address.....

.....

.....Post Code.....

Position held.....

Start Date.....Leaving Date.....

Reason for leaving.....

Contact name and details for reference.....

Brief summary of duties.....

.....

.....

Previous employment

Name of employer.....

Address.....

.....

.....Post Code.....

Position held.....

Start Date.....Leaving Date.....

Reason for leaving.....

Contact name and details for reference.....

Brief summary of duties.....

.....

.....

Previous employment

Name of employer.....

Address.....

.....

.....Post Code.....

Position held.....

Start Date.....Leaving Date.....

Reason for leaving.....

Contact name and details for reference.....

Brief summary of duties.....

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Education/qualifications

School (11+)	Study dates	Qualifications & grades	Date obtained
College/university	Study dates	Qualifications & grades	Date obtained
Ongoing professional development	Study dates	Qualifications & grades	Date obtained

Training & Development

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

Training Course	Course Details

Current Membership of any Professional Body/Organisation

Skills, Abilities & Experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description (and by giving examples and case studies) Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Convictions/Disqualifications

A criminal record will not necessarily be a bar to obtaining a position at FWP Matthews Ltd. If a check is returned and reveals any information, this will be discussed with the applicant.

Do you have any criminal convictions that have occurred during the past 5 years? Yes No

If yes, please give details:*

*(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Have you been convicted of a crime that has resulted in a prison sentence? Yes No

If yes, please give details:*

*(Note: You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)

Eligibility to work in the UK.

Are you eligible to live and work in the UK in accordance with the Asylum and Immigration Act 1996?*

Yes No

*(Note: Before any contract of employment can be offered to anyone subject to immigration control, we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended)

Availability for Work

If currently employed, how much notice will you need to give your current employer?.....

Is there any other reason why you would not be able to start work immediately if you were offered the job you have applied for? Yes No

If yes, please give details:

References

Please give details of two people we can contact who are willing to give you a reference and who are not related to you.

Reference 1

Name.....

Address.....

.....

.....Post Code.....

Daytime Contact Number.....

Occupation.....

Reference 2

Name.....

Address.....

.....

.....Post Code.....

Daytime Contact Number.....

Occupation.....

Declaration

I declare that the information I have given on this form is correct and that any misrepresentation by my may be sufficient grounds for my dismissal if I am employed. I give permission for my previous employer(s) and referees given to be contacted.

Signed by applicant

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Date.....

Consent under the Data Protection Act 1998 - the information given to FWP Matthews Ltd in this form will be processed only by FWP Matthews Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of FWP Matthews Ltd and for up to 6 years after the end of your employment. Otherwise this form will only be retained by FWP Matthews Ltd for so long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by applicant

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Date.....

Please return your completed form, with a copy of your CV to:

Operations Manager
FWP Matthews Ltd
Station Road
Shipton-under-Wychwood
Chipping Norton
Oxfordshire
OX7 6BH

Or

E-mail to: mark@fwpmatthews.co.uk



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