

Company applied for: Oteac HVAC & Refrigeration Engineering

Position applied for: _____

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Postcode:		Email Address:	
Home Tel. No:		Mobile Tel. No:	

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government?	YES / NO
If yes, please give full details:	
Are you subject to any restrictions or covenants which might restrict your working activities?	YES / NO
If yes, please give full details:	
Are you willing to work overtime and weekends if required?	YES / NO
Please give any details of any hours which you would not wish to work:	
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	YES / NO
If yes, please give full details:	
If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment?	YES / NO
Have you ever worked for this Company before?	YES / NO
If yes, please give full details:	
Have you applied for employment with this Company before?	YES / NO
Do you need a work permit to take up employment in the UK?	YES / NO
How much notice are you required to give your current employer?	
Please state your approximate salary expectations?	

Education

Secondary School Attended	From	To	Examinations & Results
College or University	From	To	Courses & Results
Further Formal Training	From	To	Qualification and results (if applicable)
Career Related Training Courses	Date		Subject & Results (if applicable)

Please give details of any memberships to any technical or professional associations:

Please list any foreign languages spoken and level of competence:

Employment History

Are you currently employed? YES / NO

Name of present or most recent employer:			
Address:			
Postcode:		Telephone No:	
Nature of business:			
Job title and brief description of duties:			
Dates of employment:			
Reason for leaving:		Salary on leaving:	

Please give details of your past employment, starting with the most recent first.

Name & address of employer	Dates	Position held	Reason for leaving

Please list any interests, achievements or leisure activities (e.g. hobbies, sports, club memberships):

Please set out any further information to support your application, e.g. past achievements, aspirations, strengths etc.

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the General Data Protection Regulation (GDPR).

Signature: _____

Date: _____

References

Please give the names of two people (one of whom should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer is made? YES / NO

Name:		Name:	
Position:		Position:	
Address:		Address:	
Tel. No:		Tel. No:	

Source of application

How did you hear about this vacancy?
