

# EMPLOYMENT APPLICATION

Position Applied For ..... BRANCH.....

We are committed to providing excellent customer service and your role is vital. Please complete this form carefully. Take this opportunity to give as much information about yourself as possible.

## DATA PROTECTION

The information you give is covered by the Data Protection Act. Information will be kept confidential and will be used only for the purpose of assessing your suitability for the position you are applying for.

Mr/Mrs/Miss/Ms (please delete as appropriate)

Surname ..... First Name(s) .....

Present

Address .....

.....

Post Code ..... E-mail.....

Tel No: (Home) .....

(Work) ..... (If contacting you at work we will be discreet)

(Mobile) .....

## HEALTH

Is there anything we need to know about your health in order to offer you a fair selection interview?

Please note that the successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination.

Please state how many days you have taken off work due to sickness in the past 12 months \_\_\_\_\_

## PREVENTION OF ILLEGAL WORKING

Section 8 of the Asylum and Immigration Act makes it a criminal offence for us to employ a person aged 16 or over who is subject to immigration control. All new employees are required to produce one of the following documents before employment commences:

- A document from a previous employer, the Inland Revenue, Benefits Agency, Contributions Agency of Employment Service, which shows your name and national insurance number (e.g. P45, pay slip, P60, NI Card).
- A British passport confirming that you are either a British Citizen or have the right to live and work in, or readmission to, the United Kingdom.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate issued in the United Kingdom
- An EU passport or national identity card or other travel document endorsed to show that you have indefinite leave to enter, or are exempt from immigration control, or a valid work permit or other approval to take employment.

Can you produce one of the above listed documents?

Yes

No



**REHABILITATION OF OFFENDERS ACT 1974**

Please give details of any convictions that you have which are not excluded by the Rehabilitation of Offenders Act 1974 – please give date, conviction, sentence etc.

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**H I Weldrick is committed to providing a healthy environment for its customers, patients and staff, as our staff are expected to provide NHS smoking cessation advice we will no longer recruit smokers or tobacco users.**

**Do you smoke or use tobacco products?      Yes/No**

**If you currently smoke or use tobacco products, would you continue to do so if employed by HI Weldrick Ltd.**

**Yes/No**

**Do you own a car?**

**Yes/No**

**Do you have a driving licence?**

**Yes/No**

**Do you have any current driving Convictions?**

**Yes/No**

**If yes please give details** \_\_\_\_\_

**If there are no full-time positions available, would you be interested in part-time work?      YES/NO**

**When can you start work?** .....

**Have you any family or friends currently employed by H I Weldrick Ltd.      YES/NO**

**If yes please supply their name** \_\_\_\_\_ **What is the relationship to you?** \_\_\_\_\_

**Please give brief details of any pastimes, hobbies and sports**

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**How did you hear about this vacancy at H I Weldrick Ltd.**

**Please tick which applies:-**

- **Branch Window**
- **Website**
- **Job Centre**
- **Newspaper**
- **Other – please specify**



## EMPLOYMENT HISTORY LAST EMPLOYER FIRST

Last Employer's Name and Address .....

Post Code ..... Tel No .....

From ..... To ..... Position Held .....

Your Responsibilities .....

Your Reasons for Leaving. ....

Notice Required ..... Current Salary £.....

## ALL PREVIOUS EMPLOYMENT HISTORY

Name/Address of Previous Employer(s)	From - To	Position Held	Responsibilities and Reasons for Leaving	Leaving Salary
_____ _____ _____ _____	From - _____ To - _____	_____ _____ _____	_____ _____ _____ _____	_____ _____ _____
_____ _____ _____ _____	From - _____ To - _____	_____ _____ _____	_____ _____ _____ _____	_____ _____ _____
_____ _____ _____ _____	From - _____ To - _____	_____ _____ _____	_____ _____ _____ _____	_____ _____ _____
_____ _____ _____ _____	From - _____ To - _____	_____ _____ _____	_____ _____ _____ _____	_____ _____ _____

## ALL PREVIOUS EMPLOYMENT HISTORY CONTINUED.

Name/Address of Previous Employer(s)	From - To	Position Held	Responsibilities and Reasons for Leaving	Leaving Salary
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____
_____ _____ _____ _____ _____	From - _____ To - _____	_____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____

## REFERENCES

Please give details of two people (not relatives) one of whom should be your last employer if applicable. It is our policy to seek references only when an offer of employment is made.

### LAST EMPLOYER

Name.....  
Company Name.....  
Address .....  
.....  
.....  
Tel No.....  
Email Address.....

### EMPLOYER

Name.....  
Company Name.....  
Address .....  
.....  
.....  
Tel No.....  
Email Address.....

### EQUAL OPPORTUNITIES MONITORING

HI Weldrick Ltd. Is committed to equality of opportunity for all. We believe that individuals should be selected and promoted purely on the basis of merit and ability. For our own monitoring purposes we would be grateful if you would complete the following information. This information will be kept confidential and will not be used in the selection process. Your application will not be affected in any way if you choose not to answer these questions.

1. **I would describe my ethnic origin as:**  
**Please circle appropriate description.**

UK          African          Chinese          Indian          Pakistani          Bangladeshi  
Caribbean    Irish Republic    European          Other

2. **My sex is:**

Male          Female

3. **My marital status is:**

Single          Married          Divorced          Widowed

4. **My age group is:**

16-17          18-21          22-30          31-40          41-50          51+

## DECLARATION

I declare that the information given in this application is, to the best of my knowledge, true and complete. I understand that if I have knowingly provided false information, or withheld information, that any offer of employment may be withdrawn or I may be dismissed from any position gained as a result.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**When you have completed this form please return to:**

**Recruitment Assistant**  
**HI Weldrick Ltd, Leedale House, Railway Court, Doncaster DN4 5FB.**