



Lawnswood Fencing Ltd

41 Park Lane, Halesowen, West Midlands B63 2QY

Tel: 01384 634082 Fax: 01384 561085

www.lawnswoodfencing.co.uk



APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: REF. NO:

Surname:		Forename(s):		Title: Mr / Mrs / Miss / Ms	
Address:					
Postcode:			National Insurance No:		
Home Tel. No:			Date of Birth:		
Mobile No:					
Current Driving Licence: Yes / No			Details of Endorsements:		
Fork Lift Licence: Yes / No			List Type i.e. counterbalance etc:		
Experience with Diesel Forklifts: Yes / No			Experience with Electric Forklifts: Yes / No		
Current Employer:			Notice Period Required:		
Address:			Tel. No:		

EDUCATION HISTORY

Schools/Colleges:	Qualifications gained:

EMPLOYMENT HISTORY (please complete in full and use a separate sheet if necessary)

From – To	Name & Add Of Employer	Job Title	Duties	Salary / Rate of Pay	Reason for Leaving

Company Registration No. 1457102

Directors: R. L. Cowley, C. E. Cowley, A. R. Foster, S. L. Cowley

REFERENCES

Please provide details of 2 work related and 2 character referees from whom we may obtain references.

Work 1:

Work 2:

Character 1:

Character 2:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies etc

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state.

DBS (Disclosure & Barring Service)

In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure & Barring Service. **Please delete & sign as appropriate. ***

I AGREE* / DISAGREE* TO THIS DISCLOSURE BEING OBTAINED Signed:

Date:

HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities: **YES / NO**

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list any diseases, disorders, allergies, muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences. **(Please continue on a separate sheet if necessary).**

Please list any relevant experience and why you feel you are suitable for this position.

DECLARATION (Please read this carefully before signing this application)

- 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.**
- 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.**
- 3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.**

Signed:

Date:

FOR OFFICE USE ONLY

Interview date:

Offer letter: Y / N

Rejection letter: Y / N

Acceptance: Y / N

References: Y / N

Medical: Y / N

Privacy notice.

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist us in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, if you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email or speak to us about a Subject Data Protection Request.