



Horsfield Way, Bredbury Park Industrial Estate
Stockport SK6 2SU. Tel: 0161 406 6611 Fax: 0161 406 8828

APPLICATION FORM

Please complete this form as fully as possible in your own handwriting.
All information will be treated in the strictest confidence.

POSITION APPLIED FOR AND HOW DID YOU HEAR OF BAXALL?	
SURNAME	TITLE (MR, MRS, DR, MISS, MS)
FORENAME(S)	DATE OF BIRTH
ADDRESS	PLACE OF BIRTH IF YOU ARE NOT BRITISH, WILL YOU REQUIRE A WORK PERMIT? YES/NO
	NATIONALITY
TELEPHONE NUMBERS HOME: WORK: MOBILE:	NUMBER OF CHILDREN AND AGES
HAVE YOU PREVIOUSLY APPLIED TO OR BEEN EMPLOYED BY THIS COMPANY? YES/NO IF SO, PLEASE GIVE DETAILS:	
DO YOU HAVE ANY FRIENDS OR RELATIONS WHO ARE OR HAVE BEEN EMPLOYED BY THIS COMPANY, OR ARE IN A SIMILAR BUSINESS OR TRADE? IF SO, PLEASE GIVE DETAILS:	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES/NO (UNDER THE REHABILITATION OF OFFENDERS ACT 1974, CERTAIN OFFENCES ARE EXEMPT FROM DISCLOSURE) PLEASE GIVE DETAILS:	
DO YOU HOLD A FULL CURRENT DRIVING LICENCE?	DO YOU OWN A CAR?
HAVE YOU ANY CURRENT MOTORING OFFENCES? YES/NO PLEASE GIVE DETAILS:	

2. EDUCATION AND QUALIFICATIONS

SCHOOLS	DATES ATTENDED	QUALIFICATIONS (STATE SUBJECTS AND GRADES)
FURTHER EDUCATION	DATES ATTENDED	QUALIFICATIONS (STATE SUBJECTS AND GRADES)
COMPUTER LITERACY (PLEASE LIST KNOWLEDGE AND PROFICIENCY IN PACKAGES USED):		
MEMBERSHIP OF PROFESSIONAL, TECHNICAL, SCIENTIFIC SOCIETIES OR ASSOCIATIONS, OTHER COURSES AND ADDITIONAL QUALIFICATIONS (GIVE DETAILS):		
LANGUAGES (STATE PROFICIENCY):		

3. EMPLOYMENT DETAILS

CURRENT/LAST POSITION FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____

JOB TITLE:

REPORTING TO:

COMPANY AND LOCATION:

NATURE OF BUSINESS:

£ TURNOVER PER ANNUM:

NUMBER OF EMPLOYEES:

NUMBER OF EMPLOYEES
PERSONALLY MANAGED:

RESPONSIBILITIES:

WHAT HAVE YOU ACHIEVED IN THIS POSITION?

WHY ARE YOU CONSIDERING LEAVING, OR WHY DID YOU LEAVE?

REMUNERATION

BASIC SALARY:

OTHER (PLEASE SPECIFY):

OTHER BENEFITS (PLEASE SPECIFY):

CAR (TYPE):

NOTICE PERIOD/AVAILABILITY?

PREVIOUS EMPLOYMENT - 2

FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____	
EMPLOYERS NAME AND ADDRESS:	
JOB TITLE:	REPORTING TO:
FUNCTION AND RESPONSIBILITIES:	
REASON FOR LEAVING:	BASIC SALARY: OTHERS:

PREVIOUS EMPLOYMENT - 3

FROM: MONTH _____ YEAR _____ TO: MONTH _____ YEAR _____	
EMPLOYERS NAME AND ADDRESS:	
JOB TITLE:	REPORTING TO:
FUNCTION AND RESPONSIBILITIES:	
REASON FOR LEAVING:	BASIC SALARY: OTHERS:

SUMMARY OF PREVIOUS EMPLOYMENT

4. FROM	TO	POSITION
COMPANY		SALARY
5. FROM	TO	POSITION
COMPANY		SALARY
6. FROM	TO	POSITION
COMPANY		SALARY
7. OTHER		

4. RELOCATION

ARE YOU WILLING TO RELOCATE IF REQUIRED TO DO SO?	YES/NO
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5. RECREATION

WHAT ARE YOUR MAIN HOBBIES/INTERESTS OUTSIDE WORK?
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6. HEALTH

DO YOU SUFFER FROM ANY MEDICAL CONDITION, MENTAL OR PHYSICAL? PLEASE GIVE DETAILS:	YES/NO
ARE YOU REGISTERED DISABLED?	
This information will only be used in considering what reasonable adjustments can be made to the workplace and for your own health and safety at work.	
HOW MANY DAYS ABSENCE FROM WORK IN THE LAST 12 MONTHS? PLEASE GIVE DETAILS:	_____
ARE YOU A SMOKER?	YES/NO

7. WHY DO YOU WANT TO JOIN BAXALL LIMITED?

8. WHAT DO YOU BELIEVE YOU CAN/WILL CONTRIBUTE TO THE GROUP?

9. WHAT HAS BEEN THE MOST ENJOYABLE PERIOD IN YOUR CAREER AND WHY?

10. WHAT ARE YOUR FUTURE AMBITIONS?

11. WHAT DO YOU CONSIDER YOUR MAJOR STRENGTHS AND WEAKNESSES?

<u>STRENGTHS</u>	<u>WEAKNESSES</u>

12. WHAT ASPECTS OF YOUR JOB ARE THE MOST AND LEAST REWARDING?

<u>MOST REWARDING</u>	<u>LEAST REWARDING</u>

13. WHAT HAVE BEEN YOUR MAJOR ACHIEVEMENTS TO DATE WITH RESPECT TO YOUR OVERALL EMPLOYMENT HISTORY?

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11. REFERENCES: PLEASE PUT AN X IN THE BOX BY ANY OF THE REFEREES WHOM YOU DO NOT WISH US TO CONTACT AT THIS STAGE

BUSINESS:

PRESENT/LAST EMPLOYER: NAME _____

JOB TITLE _____

ADDRESS _____

TEL. NO. _____

PREVIOUS EMPLOYER: NAME _____

JOB TITLE _____

ADDRESS _____

TEL. NO. _____

EQUAL OPPORTUNITIES MONITORING

PLEASE LOOK AT THE DESCRIPTIONS LISTED BELOW AND TICK THE **ONE** THAT MOST ACCURATELY DESCRIBES YOUR RACE OR ETHNIC ORIGIN.

Please note that the information you provide will only be used for monitoring purposes and to ensure that we fulfill our commitment to being an Equal Opportunities employer. The categories used are those recommended by the Commission for Racial Equality (CRE) for this purpose.

WHITE

BLACK
CARRIBEAN

BLACK
AFRICAN

BLACK
OTHER

INDIAN

Please specify

PAKISTANI

BANGLADESHI

CHINESE

OTHER

Please specify

BEFORE SIGNING AND RETURNING THIS FORM TO BAXALL LIMITED, PLEASE CHECK THAT YOU HAVE COMPLETED ALL OF THE SECTIONS ACCURATELY.

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IN THIS DOCUMENT IS CORRECT AND GIVES A FAIR REPRESENTATION OF MY PERSONAL DETAILS, QUALIFICATIONS AND EMPLOYMENT HISTORY.

SIGNED _____ DATE _____