

**Application for Employment**

To Be Completed in Full

**Position Applied For**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Personal Details (Confidential)** |
| Title: |  |
| Full Name:  |  |
| Address: |
| Email:  |  |
| Telephone: |  |
| National Insurance No.  |  |

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| **Other Details** |
| Do you have the current right to work in the UK? | YES |  | NO  |  |
| If no, please provide details. Please also specify whether you wish us to assist you in applying for the right to work? |
| Do you hold a current driving licence?  | YES |  | NO |  |
| Categories: |
| Expiry Date: |
| Details of Endorsements (if none, please insert N/A) |
| Have you made a previous application to the Company? | YES |  | NO  |  |
| If yes, when was this and what was the outcome? |
| Do you know, or are you related to, any other employees of the Company? | YES |  | NO  |  |
| If yes, please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them. |
| How many weeks’ or months’ notice do you have to give to your current employer?  |  |

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| **Interview Arrangements** |
| If you are disabled, please give details of any special arrangements or adjustments you would require if attending an interview (this enables us to comply with our obligations under the Equality Act 2010). |
| Dates that you are **not** available for interview: |
|  |
| **Education & Qualifications** Beginning with most recent.  |
| Establishment  | Dates  | Qualifications Gained  |
|  |  |  |
| Please use this space to give details about any other training, qualifications, skills or accreditations relevant to the post.  |

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| **Employment history** Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned in the following section. |
| **From** | **To** | **Employer name and type of business** | **Job title, description of duties and responsibilities, reason for leaving.** |
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| Please use this space to give details about any other Employment History relevant to the post.  |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.  |

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| **Personal Development** |
| Please use the space below to detail any hobbies, interests, courses, memberships, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable.  |

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| **Reasons For Applying For This Position** |
| Please use the space below to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application. |

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| **Salary expectations** |  |
| What is your current rate of pay? |  |
| Please specify the pay range that you are looking for. |  |

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| **Criminal record** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on GOV.UK – search “telling people about your criminal record”.**Please give details of any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.** |

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| **Referees** Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your teacher or higher or further education lecturer. The other should not be a relative. Please note that we will only contact your referees if we decide to make you an offer of employment. |
| First refereeName: | Second refereeName: |
| Company: | Company: |
| Telephone Number: | Telephone Number: |
| Email: | Email |
| Address: | Address: |

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| **Data Protection** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.For more information on how we use the information you have provided, please see our privacy notice for job applicants attached to this form or located on our website. |

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| **Declaration** |
| I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. Signed (Applicant):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. |

**Please send your completed application to:**

**Post**: HR Manager, S. Lester Packing Materials Ltd, Unit 15 Mount Road, Burntwood, Staffordshire, WS7 0AJ

**Email:** jo@slesterpacking.co.uk

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