

Application Form

Post Title:	
Personal Details	
Title: Mr, Mrs, Miss, Ms, Other:	
Surname:	
Forenames:	
Full postal address:	
Postcode:	
Home Tel No:	
Mobile No:	
E-mail address:	
Do you have a driving licence?	<p>YES/NO</p> <p>If YES, state type (e.g. Full / Provisional / PSV etc)</p> <p>.....</p>
Please give details of any endorsements/disqualifications	

Details of Employment

Present Employer (or last employer if not currently employed)

Dates From To	Employers Name & Address	Position Held	(Grade) Salary

Please provide details of the duties involved in the post:

Notice Period Required:

Previous employment (most recent first) Please include gaps in employment together with reasons

Dates From To	Employers Name & Address	Position held	(Grade) Salary
Reason for leaving:			
Reason for leaving:			
Reason for leaving:			
Reason for leaving:			

Educational / Professional / Vocational Qualifications

Qualifications

Secondary School	Qualification Level	Course/Subjects Studied	Grades	Dates From To
College/University	Qualification Level	Course/Subjects Studied	Grades	Dates From To

Membership of Professional Bodies

Full name of Professional Body:	Membership Status:
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Other Relevant Training Completed

Title	Organisation Body and dates	Brief description of content

Are you at present studying for any qualifications YES / NO

If YES, please provide details

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**Please provide an outline of the skills and experience you have gained through paid and/or voluntary employment which you consider make you suitable for this position.
(please attach a continuation sheet if required)**

Please give names and addresses of two people to whom reference can be made in support of your application (not relatives), at least one of whom must be your present employer, or last if not currently working. We reserve the right to contact any of the previous employers.

Name/address:	Name/address:
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Rehabilitation of Offenders Act 1974

Have you ever been convicted of any criminal offence? YES / NO

Please give full details of each criminal offence which you have been convicted or any caution imposed below:

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Leisure Interests

Clubs, Societies, Sports, Games, Hobbies etc.

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Disability

Jones Bros is positive about disabled people.

Do you consider yourself disabled under the Disability Discrimination Act? YES / NO

Do you require any particular arrangements for the interview? If so, please specify:

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Health

Please give details of any previous / current health problem(s) relevant to your application.

How many days absence through illness have you had in the last 2 years? Please give details.

Declaration

I declare that the information given on this form is correct. I understand that any offer of employment is subject to satisfactory references, and where applicable an acceptable CRB check.

Signature

Date

This form should be returned to:

***Jones Bros Ruthin (Civil Engineering) Co Ltd
Denbigh Road
Ruthin
Denbighshire
LL15 2TN***

FOR OFFICE USE ONLY

Notes:

Jones Bros Equal Opportunities in Employment

Policy Monitoring: This form will be treated confidentially

NOTE: Your application will be in no way prejudiced if you decline to complete this form. It will be separated from the application form whether or not you have completed it.

Jones Bros. Is striving to become an equal opportunities employer and has a policy of monitoring job applications so it can see whether satisfactory proportions of both sexes, disabled people and people of different racial groups apply and are given equal opportunity for consideration for vacant jobs. As part of this monitoring policy you are invited to provide the information below.

Post applied for

Post Reference No.

1. Ethnic Origin – I would describe my race or cultural origin as:

- | | | | | | |
|-------|-------------|--------------------------|-------|--------------------------|-----------------------------------|
| Asian | Indian | <input type="checkbox"/> | Black | <input type="checkbox"/> | Black – Caribbean |
| | Pakistani | <input type="checkbox"/> | | <input type="checkbox"/> | Black – African |
| | Bangladeshi | <input type="checkbox"/> | | <input type="checkbox"/> | Black - Other |
| | Chinese | <input type="checkbox"/> | | <input type="checkbox"/> | Mixed – White and Black Caribbean |
| | | | | <input type="checkbox"/> | Mixed – White and Black African |
| | | | | <input type="checkbox"/> | Mixed – White and Asian |
| | | | | <input type="checkbox"/> | Other Mixed background |

- Other
- Information Refused
- Not Known

Other – Asian (If so, please describe your ethnic origin)

2. My Sex is: (Please tick Appropriate Box) Male Female

3. Date of Birth:

4. Are you a disabled person? Yes No

5. Can you inform us how you heard about this job vacancy?

Internal Website Job Centre Newspaper Specialist Publication Radio

The information WILL NOT be made available to members of the interview panel and will not form part of the Application Form for selection purposes.