

PRE-REG APPLICATION

Position Applied For

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)

Home Address

Post Code e-mail.....

Tel No: (Home) Date at Home Address

Term Address

Post Code e-mail.....

Tel No: (Home) Date at Term Address

HEALTH

Is there anything we need to know about your health in order to offer you a fair selection interview, or which you think might affect your ability to carry out the duties of the position?

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

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

Do you have a current driving licence? YES/NO Do you own a car? YES/NO

Do you have any current driving convictions YES/NO

If YES, please give details

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.

Have you any family or friends that are currently employed by H I Weldrick Ltd YES/NO_

If yes please supply their name _____ What is your relationship to them? _____

EDUCATION

In what year will you qualify 20_____

Names of School/University/Polytechnic/ College			Subjects/Courses studied and grades achieved or expected

WORK EXPERIENCE

Starting with your current or most recent employer, please give details of any work experience, including sandwich placements, part-time and voluntary work.

Most recent employer	From - To	Basic Salary	Position held and responsibilities.

Your current and previous employers may be approached for references. These will not normally be taken until you have accepted our offer

ADDITIONAL INFORMATION

You should use this section to include any information you feel relevant to your application, including what has influenced your choice of career and any personal qualities or experiences you consider relevant to your role.

How did you hear about the Weldrick Group, and what factors led to your application?

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:

16-20 21-30 31-40 41-50 51+

REFERENCES

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

EMPLOYMENT

Name

Address

.....

.....

Tel No

PERSONAL

Name

Address

.....

.....

Tel No

DECLARATION

The facts set forth in this application for employment are, to the best of my knowledge, true and complete

Signature

Date

When you have completed this form please return to Mr Mark Sykes at:
HI Weldrick Ltd, Leedale House, Railway Court, Doncaster, DN4 5FB.