



# APPLICATION FOR EMPLOYMENT

*Please complete in own handwriting if possible and ensure the form is signed by you.  
If someone has completed this on your behalf please indicate this to be the case.*

Position applied for .....  
 Where did you hear of vacancy .....  
 Dates unavailable for interview .....  
 How much notice do you have to give .....  
 When could you start .....  
 Holidays/other commitments .....

## PERSONAL INFORMATION

Surname		Title	
Forename(s)			
Address			
Post Code			
Home Tel:			
Mobile:			
National Insurance No.		Date of Birth	
Date of Birth			
If you do not have a National Insurance Number please attach copy of permit to work in the UK			
Do you have your own transport	YES	NO	
Do you hold a full Driving Licence	YES	NO	
Details of any driving convictions - attach copy of licence			
Are you prepared to undergo a medical	YES	NO	
Dates unavailable for medical			
Please complete the attached health questionnaire. Information provided will be confidential			
Please give details of spare time interests and hobbies including membership of bodies, committees, voluntary work and so on			
.....			
.....			
What attracted you to this job and why do you want to work for Air Tube Group?			
.....			
.....			

**EDUCATIONAL INFORMATION:**

<b>Dates Attended</b>	<b>Schools/Colleges/Universities Attended (Full or Part Time)</b>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

<b>QUALIFICATIONS</b>	<b>ATTAINED: (CONTINUE ON SEPERATE SHEET IF NECESSARY)</b>
<b>Dates</b>	<b>Details:</b>
.....	.....
.....	.....
.....	.....
.....	.....

*You will be required to produce evidence of qualifications at interview*

**Are you a member of any professional body?                      YES    NO    Give details**

.....

.....

**Starting with your current employer please give details of past jobs since you left full time education or the last 15 years, which ever is the greater.**

**A CV may be attached provided it contains the following details:**

Dates From - To	Name/Address of Employer	Brief Description of Duties	Salary and Reason for Leaving

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Please provide 2 Contact Names for references - these must be present or past employers.

**We will not contact your present employer for a reference without your permission but any job offer made will be subject to receipt of satisfactory references.**

Name ..... Relationship to you .....  
 Address .....  
 ..... Contact number if  
 ..... known .....

Name ..... Relationship to you .....  
 Address .....  
 ..... Contact number if  
 ..... known .....

**Air Tube Group Limited is an equal opportunities employer and will not tolerate discrimination in any form. Our Equal Opportunities policy forms part of the terms and conditions of employment. Appointments and promotions are made on grounds of ability and suitability only. Applications are welcomed from disabled applicant and should they be otherwise suitable a review of the practicality of their appointment will be made.**

The data from this form may be held in a computerised and/or manual system to which access is allowed as defined in the relevant policy.

**UNDERTAKING**

Please read and sign the following undertaking

**I confirm that the entries I have made on this application form are, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false statement on this form, my future employment by Air Tube Group Limited and associated companies could be jeopardised or even terminated.**

Signature ..... Date .....

**Note: Some positions in the Air Tube Group involve access to high security areas. If you are being considered for such a role we will require additional references.**

**Please return to Tony Mobley, Director, Air Tube Group Limited  
 SecProd House, Hartlebury Trading Estate, Hartlebury, West Midlands, DY10 4JB**

## **GUIDANCE NOTES FOR APPLICANTS**

The application form plays a critical part in the short listing and selection for interview process. It is therefore important that you complete the form as fully and accurately as possible. Information given will be treated in confidence.

Please complete the form using black or blue ink. Alternatively the form may be typewritten but please ensure you complete all sections and sign where indicated. You may attach a CV if you wish but we still require the form to be completed fully.

Once completed, the form should be returned to the address stated on the form in time to reach us before the closing date. Applications received after the closing date will not be considered.

## **RECEIPT OF APPLICATION**

Once the short-listing process has been completed we will inform you whether your application has been successful or not. Should you wish to check that your application has been received, you may do so by contacting the Human Resources Department.

## **REFERENCES**

Any offer of employment made will be subject to satisfactory references and medical report and you are therefore asked to give names/addresses of referees. It is in your interest to seek their approval before submitting their names and they should be your present or most recent employer (if applicable) and one/two other persons who know you in connection with your work.

**WE WILL NOT CONTACT YOUR EMPLOYER WITHOUT YOUR PERMISSION - REFERENCES WILL ONLY BE TAKEN UP WHEN A JOB OFFER HAS BEEN MADE OR ABOUT TO BE MADE.**

## **EQUAL OPPORTUNITIES**

Air Tube Group Limited and its associated companies recognises the importance of providing equal opportunities in employment and operates a policy to treat current and potential employees fairly and equitably, regardless of ethnic origins, colour, religion, gender, age, disability, political or sexual orientation, or any other condition which cannot be shown to be relevant to job performance.

To help the company monitor the success and effectiveness of its Policy, applicants are requested to complete and return the attached Equal Opportunities Monitoring (EOM) form which is part of the information pack sent to you. On receipt of your completed application form the EOM form will be separated and will not be considered during the appointment process. The EOM form will only be used for equal opportunity monitoring purposes.

If you feel that your application has been treated in any way contrary to the Policy, you should contact the Human Resources Department giving specific details of aspects about which you are unhappy.

## **APPLICANTS OBLIGATIONS**

- 1. We would be grateful if you would inform us if you are unable to attend interview or have chosen to withdraw your application.**
- 2. Give accurate information. If you provide inaccurate information or withhold facts relevant to the job you may be giving us good reason to terminate any subsequent employment contract.**

We wish you success in your application. If on this occasion you are not, please do not be discouraged from applying for other vacancies as and when they occur.