

JOB APPLICATION FORM



Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form.

You should ensure that the form is signed, dated and returned by the closing date to the address given on the advert.

Please complete the form in black ink and BLOCK CAPITALS and return to Amanda George, Neales Waste Management Ltd, Aspinall House, Walker Road, Walker Office Park, Guide, Blackburn, BB1 2JZ.

GUIDELINES

Applicants will be treated the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR

Job Title:
Where did you see this post advertised?

APPLICANT'S DETAILS

Title	Surname	First name

Home address
Post Code

Telephone numbers: please include full STD code	
Home	
Work	
Mobile (where possible)	
email address (where possible)	

Do you hold a current driving licence?	Yes / No
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Is there anything concerning your medical history or state of health that is relevant to your application?	Yes* / No *If you answer Yes, please refer to the Equality of Opportunity Questionnaire enclosed
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Are there any restrictions regarding your employment eg do you require a Work Permit?	Yes* / No *If you answer Yes, please supply details on a separate sheet of paper
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How much notice do you need to give your current employer?	
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EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5 : Experience / skills.

Current / most recent employer/organisation		
Name		
Address		
Job title	From:	To:
Brief description of duties		
Reasons for leaving/changing		

Employer / organisation		
Name		
Address		
Job title	From:	To:
Brief description of duties		
Reasons for leaving/changing		

Employer / organisation		
Name		
Address		
Job title	From:	To:
Brief description of duties		
Reasons for leaving/changing		

Employer / organisation		
Name		
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Reasons for leaving/changing		

Employer / organisation		
Name		
Address		
Job title	From:	To:
Brief description of duties		
Reasons for leaving/changing		

Employer / organisation		
Name		
Address		
Job title	From:	To:
Brief description of duties		
Reasons for leaving/changing		

EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school/college university/training body	Subject Studied	Qualification/ Level	Date gained

PROFESSIONAL MEMBERSHIP AND QUALIFICATIONS

Professional Body	Level	Date gained

TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

EXPERIENCE / SKILLS

This section is for you to give specific information of your application. Please set the information out below and if necessary continue on A4 paper.

After reading the job description carefully consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

REFERNCES

Please give the name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Referee 1

Name:
Position:
Organisation:
Address:
Telephone No:

Referee 2

Name:
Position:
Organisation:
Address:
Telephone No:

CRIMINAL CONVICTIONS

Do you have any criminal convictions Yes No

If Yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974.

DECLARATION AND SIGNATURE

I understand that any false statements could result in my dismissal if appointed. I confirm that I am legally eligible to work in the United Kingdom.

Signed: _____ Dated: _____

By signing and returning this application form you consent to Neales Waste Management using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability; these will be used solely for internal monitoring.