

# PLUMBASE

PLUMBING • HEATING • BATHROOMS

## Application for Employment

Please complete this form in capital letters and black ink.

### 1. PERSONAL DETAILS

Surname: _____	Title: _____	First Name: _____
Home Address: _____	Known As: _____	Daytime Tel No: _____
_____	Evening Tel No: _____	_____
Post Code: _____	Mobile Tel No: _____	_____
_____	_____	_____

### 2. APPLICATION DETAILS

Position Applied for: \_\_\_\_\_ Location: \_\_\_\_\_

Where did you learn of this vacancy? \_\_\_\_\_ Job Ref. No: \_\_\_\_\_

Have you been previously employed by us? *(please circle)* Yes / No

If yes, please provide dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date available to commence work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you hold a current driving licence? *(please circle)* Yes / No

Please give details of any driving offences currently under endorsement: *Please note we will require a copy of your driving licence should you be successful with your application.*

\_\_\_\_\_

### 3. QUALIFICATIONS AND TRAINING

Qualifications:	Results
Computer Software Experience and level of ability:	
Membership of Professional Associations:	
Training:	Organising body
Course Title <i>(Please list courses which are relevant to this position)</i>	

**4. EMPLOYMENT – List below your present and past employment, starting with the most recent**

*\* If necessary, please use an additional sheet(s) and label accordingly.*

Name of employer: _____	From: ____ / ____ / ____ To: ____ / ____ / ____
Address: _____ _____	Job Title: _____ Salary: _____
Telephone No: _____	Brief description of the position and main responsibilities: _____ _____
Reports to: _____	
Reason(s) for leaving: _____ _____	

Name of employer: _____	From: ____ / ____ / ____ To: ____ / ____ / ____
Address: _____ _____	Job Title: _____ Salary: _____
Telephone No: _____	Brief description of the position and main responsibilities: _____ _____
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Address: _____ _____	Job Title: _____ Salary: _____
Telephone No: _____	Brief description of the position and main responsibilities: _____ _____
Reports to: _____	
Reason(s) for leaving: _____ _____	

#### 4. EMPLOYMENT – Continued

*\* If necessary, please use an additional sheet(s) and label accordingly.*

Name of employer: _____	From: ____ / ____ / ____ To: ____ / ____ / ____
Address: _____ _____	Job Title: _____ Salary: _____
Telephone No: _____	Brief description of the position and main responsibilities: _____ _____
Reports to: _____	
Reason(s) for leaving: _____ _____	

Name of employer: _____	From: ____ / ____ / ____ To: ____ / ____ / ____
Address: _____ _____	Job Title: _____ Salary: _____
Telephone No: _____	Brief description of the position and main responsibilities: _____ _____
Reports to: _____	
Reason(s) for leaving: _____ _____	

#### 5. REFERENCES

Please provide name, address and occupation of two referees (not relatives). These must be your previous two employers whom we may approach with regard to your application. *Please note we will not approach for references without your permission.*

CURRENT EMPLOYER	PREVIOUS EMPLOYER
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Telephone No: _____	Telephone No: _____
Job Title: _____	Job Title: _____
From: ____ / ____ / ____ To: ____ / ____ / ____	From: ____ / ____ / ____ To: ____ / ____ / ____

#### 6. INTERESTS / HOBBIES

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## 7. HEALTH DECLARATION - Disability Discrimination Act 1995

Current Health:

Excellent

Good

Poor

Do you have a disability? (*please circle*) Yes / No

If yes, please provide further details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Should you be offered an interview, do you require any special arrangements to be made?

(*please circle*) Yes / No

Should you be offered the post, do you require any reasonable adjustments to the workplace or the position to enable you to perform your duties? (*please circle*) Yes / No

If yes to either of the above, please provide further details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8. REHABILITATION OF OFFENDERS ACT 1974

Under the Rehabilitation of Offenders Act 1974, all applicants are required to declare any criminal convictions that are deemed as 'unspent', or declare any prosecutions pending.

Do you have any unspent convictions or prosecutions pending? (*please circle*) Yes / No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 9. AUTHORISATION TO LIVE AND WORK IN THE UK

From 1 May 2004, Section 8 of the Asylum and Immigration Act 1996 introduced the requirement for all employers in the United Kingdom to make basic document checks on every person they intend to employ in order to assess an individual's eligibility to live and work in the UK. To assist us in this, please could you answer the following questions:

Are you legally eligible for employment in the UK? (*please circle*) Yes / No

Do you require a work permit to work in the UK? (*please circle*) Yes / No

Please could you supply us with your National Insurance Number: *Please note that we are unable to accept temporary National Insurance Numbers.*

National Insurance Number: \_\_\_\_\_

**\*Please note, if you are successful with your application, you will be required to provide proof of your right to live and work in the UK, eg. passport, birth certificate or some other authenticated document.**

## 10. SIGNATURE

I declare that, to the best of my knowledge and belief, the information given above is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Plumbase Ltd is committed to its Equal Opportunities policy, the aim of which is to ensure that no job applicant or existing employee receives less favourable treatment in terms of recruitment and selection, training, promotion, compensation, transfer, discipline, termination or any other actions on the grounds of race, colour, disability, nationality, ethnic or national origin, religious or political belief, sex, sexual orientation, marital status or age, either directly or indirectly, or could be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This form is purely for us to monitor the effectiveness of our policy and will not be taken into consideration in any process, selection or otherwise.

**Position applied for:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Gender:** *(please circle)*

Male / Female

**Nationality:** \_\_\_\_\_

**Ethnic Origin:** *(please tick)*

**White**

- British
- Irish
- European
- Other

**Black**

- British
- Caribbean
- African
- Other

**Asian**

- British
- Pakistani
- Indian
- Bangladeshi
- Other

**Mixed**

- Mixed & Black African
- White & Black Caribbean
- White & Asian
- Other

**Other Ethnic Group**

- Arabic
- Chinese
- Japanese
- Other

**Employment Equality Regulations 2003 - Sexual Orientation and Religious Beliefs:**

**Sexuality** *(please tick)*

- Heterosexual
- Bisexual
- Gay
- Lesbian
- Other

**Religion** *(please tick)*

- Christian
- Sikh
- Hindu
- No Religion
- Buddhist
- Jewish
- Muslim
- Other

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PLEASE DETACH FROM APPLICATION FORM AND FORWARD TO HUMAN RESOURCES**