

APPLICATION FORM



All information will be treated in strictest confidence

Position applied for:

Position Ref: Closing date: Where did you hear of vacancy?

You are welcome to attach your CV as additional information only.
(Please see guidance notes on page 5)

Personal Details

Last Name: First Name:

Home Address:

Postcode:

Home Tel:
Work Tel:
Mobile No:
Email:

Your preferred contact method: Home Tel: Work Tel: Mobile: Email:

Employment History

Current/most recent employer

Company Name:

Address:

Type of business: Dates employed:

Position held:

Brief description of duties:

Reason for leaving:

Salary: Notice Period:

Previous Employment

Company Name:

Address:

Type of business: Dates employed:

Position held:

Brief description of duties:

Reason for leaving:

Salary:

Previous Employment

Company Name:

Address:

Type of business: Dates employed:

Position held:

Brief description of duties:

Reason for leaving:

Salary:

Previous Employment

Company Name:

Address:

Type of business: Dates employed:

Position held:

Brief description of duties:

Reason for leaving:

Salary:

Education and Qualifications

NB: Candidates who are invited to an interview should be prepared to produce, on request, documentary evidence of any of the qualifications quoted here

Schools	From – To	Subjects taken	Results/Grades

College/University	From – To	Subjects taken	Results/Grades

Current Studies – School/College/University	From – To	Pending qualifications	Level

Training and Development

Please give details of any training relevant to the job for which you are applying. Include any on the job training, as well as formal training courses.

Title of training programme/course description	Length of course	Date completed

Membership of Professional Bodies

Name of body	Membership status

Monitoring Equal Opportunities

Position applied for: Position Ref:

Please complete this form. Do not detach it from the application form. This form will be separated from your application form as soon as we receive it and will NOT be passed on to anyone involved in shortlisting or appointing to this post. To help us find out how far we are succeeding in equal access to our jobs, and for this reason only, we need the information detailed below.

Gender: Male Female

Title: Mr Mrs Miss Ms Other

Last name:

First name(s):

Previous surname:

Marital status: Date of birth: Age:

Nationality:

Place of birth:

Email:

Disability

Do you consider that you have a disability under the Disability Discrimination Act 1995 (i.e. a physical or mental impairment which has a substantial and long-term adverse affect on your ability to carry out normal day-to-day activities)?

Yes No

If yes, please state the type of disability

If invited to interview, please state below any requirements

Ethnicity

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background

A White British Irish Any other White background please write in: <input type="text"/>	B Mixed <input type="checkbox"/> White and Black Carribean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background please write in: <input type="text"/>	C Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background please write in: <input type="text"/>
D Black or Black British Carribean African Any other Black background please write in: <input type="text"/>	E Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background please write in: <input type="text"/>	

Guidance Notes for completing the application form

Please remember, the application form is the ONLY information which the panel will have to base their decision upon when short-listing.

Completing your application form:

- Read through the documentation regarding the vacancy thoroughly prior to completing the form
- The job description lists the tasks you would be expected to do and should describe how the job fits into the organisation
- The person specification details the experience, skills and abilities the post requires. It is vital that your application demonstrates how you meet these requirements.
- Read through the whole application form before completing it. Remember when completing 'the reasons for applying' section, relate your specific skills, knowledge and experience to the job description and person specification as fully as possible.
- The monitoring information will be removed prior to short-listing and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.
- You may find it useful to take a copy of your completed application form for your own personal records.
- Finally, do not forget to sign and date your completed application form before returning it.

References

Please give details of two previous employers (one MUST be your current or latest employer) whom we may contact for references. Members of your family or current employees of Air Bearings Ltd are not eligible as referees.

Name:

Address:

Relationship:

Telephone:

Email:

May we contact your referee prior to interview? Yes No

Name:

Address:

Relationship:

Telephone:

Email:

May we contact your referee prior to interview? Yes No

Declaration

I declare that the information given is correct to the best of my knowledge. I understand that omissions or incorrect statements may lead to dismissal.

Signed:

Dated:

Data Protection Act 1998

In accordance with the Data Protection Act 1998, Air Bearings Ltd will use the information given by you only to assess your application and for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. Air Bearings Ltd retains information about job applicants for a maximum of six months. Application forms for successful candidates are retained on their personal files and the data provided will form part of the employee record for the successful candidate. By submitting an application for employment, you are consenting to the recording and use of the information that you provide.



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