

JOB APPLICATION FORM

Please complete all sections of this form using blue or black ink

The first four pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained by Arena Instrumentation Personnel. This ensures that your application is dealt with objectively.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Arena Instrumentation in accordance with the Act.

Application Job Details

Title of job applied for:

Our Reference:

Where did you see the advertisement for this job?

Personal Details

Mr / Mrs / Miss / Ms / Dr

First Name(s):

Known as:

Surname:

NI Number:

Previous Surname(s):

Address:

Post Code:

Telephone Numbers

Home:

Mobile:

Email address:

How may we contact you? (Telephone / Mobile / Email / Post)

References
<p>Please provide two referees. One of these must be your present or most recent employer, or for students, your personal tutor or head teacher. The second should, preferably be a previous employer or someone who can comment on your suitability for this job.</p> <p>Please let your referees know that you have quoted them as a referee, to expect a request for a reference, and also clarify how best we contact them (letter / email) should you be short listed.</p>

Present / most recent employer*	Previous employer / Other
Organisation:	Organisation:
Name:	Name:
Role in Organisation:	Role in Organisation:
Address:	Address:
Post Code:	Post Code:
Phone Number:	Phone Number:
Email Address:	Email Address:
Preferred method of communication Letter <input type="checkbox"/> Email <input type="checkbox"/> <ul style="list-style-type: none"> • Employer / Former employer <input type="checkbox"/> • Colleague / Former colleague or manager but the reference is given on a person basis <input type="checkbox"/> • Personal <input type="checkbox"/> 	Preferred method of communication Letter <input type="checkbox"/> Email <input type="checkbox"/> <ul style="list-style-type: none"> • Employer / Former employer <input type="checkbox"/> • Colleague / Former colleague or manager but the reference is given on a person basis <input type="checkbox"/> • Personal <input type="checkbox"/>
If the referee(s) know you by another name please state:	
Can we contact your present / most recent employer	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can we contact your previous employer / other	YES <input type="checkbox"/> NO <input type="checkbox"/>

* If you have not had previous employment, please provide details of another referee.

Equal Opportunity (for monitoring purposes only)	
<p>We are committed to equality of opportunity for everyone. To assess whether our equal opportunity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the short listing and appointment stages to ensure that unfair discrimination is not taking place. This will enable us to comply with our obligations under current legislation.</p>	
<p>The information below will be used only for monitoring purposes and not the selection process. Please tick correct boxes:</p>	
Sex:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Marital Status	Married: <input type="checkbox"/> Not Married: <input type="checkbox"/>
Ethnic Origin	How would you describe your ethnic origin?
White	English, Scottish, Welsh, Northern Irish <input type="checkbox"/> Irish (Republic of) <input type="checkbox"/> Any other White background (please state)
Mixed	White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background (please state)
Asian or Asian British	Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please state)
Black or Black British	Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please state)
Chinese or Ethnic	Chinese <input type="checkbox"/> Any other Ethnic background (please state)
Any Other	Any other background not listed (please state)

We are an equal opportunities employer and do not tolerate discrimination in any form.

Disability

The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is

“People with disabilities are individuals who have, or have had a physical or mental impairment which has substantial and long term effect on his or her ability to carry out normal day to day activities”.

If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need adjustments to undertake your job.

Do you consider yourself to have a disability? YES NO

If yes, will it affect your ability to undertake the job? YES NO

This information will help us to identify reasonable adjustments that we might need to make to arrangements / premises in order to accommodate you. We are an equal opportunities employer and will not discriminate on the grounds of disability.

Convictions

Have you any unspent convictions? If so please give details:

If between the completion of this application form and taking up a job with Arena Instrumentation you are convicted of a criminal offence you must notify the company of this.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.

Do you have any spent criminal convictions? YES NO

If you do not disclose any conviction you have, it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Please send all completed applications to:

Human Resources Officer
Arena Instrumentation Limited
Unit 1 Rossmore Business Village
Inward Way
Ellesmere Port
Cheshire, CH65 3EY

JOB APPLICATION FORM

FOR OFFICAL USE ONLY	
Title of job applied for:	Our Reference:
First Name(s):	Surname:

Current / Most Recent Appointment	
Title of Current Job:	Start Date:
Current Employer:	End Date: (if currently employed – state none)
Current Salary (£): (please include all bonus(s), commission(s) and any additional benefits)	
Permanent or Temporary Contract:	Notice Period:
Company Address:	Company Telephone:
	Post Code:

Main Responsibilities
<p>Continue on separate sheet if required.</p>

Job related training
Brief details and dates of any training courses attended, excluding further education.

Employment History (most recent first)

Name of Employer	Start Date	End Date	Main Duties (include reason for leaving after for each position held)
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Continue on separate sheet if required.

Education and Training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary Education (name and town of school)	Start Date	End Date	*Qualifications gained (include grade achieved)
Further Education or Training (name and town of college or university)	Start Date	End Date	*Qualifications gained (include grade achieved)

*NOTE: Please be prepared to provide certificates etc.

Continue on separate sheet if required.

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

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Continue on separate sheet if required.

Other Information			
Additional skills e.g. languages, sign language, keyboard skills:			
Do you have a valid driving licence?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please state type of licence:			
Does your license have any endorsements or penalty points?	YES	<input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please give details:			

Activities And Interests Away From Work
Please give details of any hobbies or interests:

Current Membership Of Institutions / Professional Bodies
Please state level of membership

Relationship to existing employees				
Have you or any relative, ever worked, (or does work) for Arena Instrumentation before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If Yes, please give details: (include name, job role, and relationship to you)				

Right To Work				
Are you legally entitled to work in the UK	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
We will require evidence of this prior to commencing employment				

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.	
Signed	Date