

# Job Application Form



**RUTLAND  
PLASTICS**

## PERSONAL INFORMATION

Surname	First names	
Address	Telephone	
	Email	
	N.I. number	
Postcode	Are you legally eligible for employment in the UK?	YES / NO

Do you have a current driving licence? YES/NO  
Is it clean? YES/NO.  
If NO give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO  
If YES, please state:

## ABOUT THE POSITION APPLIED FOR

Position applied for	Pay expected £                      per week/month
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Would you be prepared to work?	Day Shifts	YES/NO	Night Shifts	YES/NO
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Have you previously worked for us?	YES / NO If YES, when? What position did you hold?
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On what date would you be available for work?
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## HEALTH

Note, a Medical Questionnaire must be completed on offer of a position at Rutland Plastics

## EDUCATION/QUALIFICATIONS

Schools/Colleges/University etc.	From	To	Examinations/courses and results

**YOUR EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent

Name and address of company and type of business	From	To	Starting salary	Leaving salary	Reason for leaving
Describe the work you did					
Supervisor					

Name and address of company and type of business	From	To	Starting salary	Leaving salary	Reason for leaving
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Supervisor					

**EMPLOYMENT CONTINUED**

Outline skills and experience, other work activities and interests relevant to this application

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**PERSONAL REFERENCES**

Provide details of two people (not relatives) we could approach for references

Name		Name	
Occupation		Occupation	
Address		Address	
Telephone		Telephone	
Email		Email	

***I hereby declare that the information given is true and correct :***

Signed (Mr/Mrs/Miss/Ms)		Dated	
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**FOR OFFICE USE ONLY**

Interviewed by		Date interviewed	
Taken on	YES / NO	Position offered	
Starting date		Rate of Pay	
Whom to report to		Time to report	
What shift	DAYS / NIGHTS	Remarks	
Uniform/Safety Shoe Form received		Signed	
Compulsory Interview Questions Form completed		Signed	
Date		Signed	

Asylum and Immigration documents requested:	YES / NO
Asylum and Immigration documents seen, checked and copied:	YES / NO
Signed : .....	

Return either by:

Post: Recruitment, Rutland Plastics, Cold Overton Road, Oakham, Rutland, LE15 6NU.

Email: info@rutlandplastics.co.uk (please mark the subject line 'Recruitment')

**Your application form will be retained for 3 months and then destroyed**