

HSP Plastics Limited

APPLICATION FORM



All details within this form remain confidential and are available only to the Managing Director and Human Resources

Please complete each question in full and with detail if applicable, any spaces left/vague responses may affect your application, if an interview is pending any gaps will be questioned in detail

SECTION 1: GENERAL
Position applying for:
How did you find out about this post?
Occupation immediately prior to this one, please provide dates or specify if current occupation:

SECTION 2: PERSONAL DETAILS				
Title (Please circle)	Mr	Mrs	Miss	Other:
Forename/s:		Preferred Name:		
Surname/Family Name:				
Previous Surname (if any):		Date of Change:		
Date of Birth:				

Permanent Address (including postcode):		
Time spent at this address:		
Contact Telephone No. (Home):		
Mobile Telephone No. :		
May we contact you during work hours? (please circle):	Yes	No
Previous Address, if less than 3 years spent at above address (including postcode):		

Emergency Contact Details 1	Emergency Contact Details 2
Name:	Name:

Relationship:	Relationship:
Address including postcode:	Address including postcode:
Home Phone No. (including code):	Home Phone No. (including code):
Work Phone No. (including code):	Work Phone No. (including code):

SECTION 3: CAREER HISTORY**PRESENT OF MOST RECENT POSITION (PLEASE INDICATE WHICH):****Name of Employer:****Address (including postcode):****Nature of Business:****Position Held:****Department:****Notice Required:****Start Date:****Leave Date (if relevant):****Reasons for leaving:****Starting salary per annum****Current salary per annum:****Description of Duties, Responsibilities and Position held (please use a separate sheet if necessary):**

PREVIOUS EMPLOYMENT - Please give details of all your previous employment, starting with the most recent. Please include separate details about different positions with the same employer, as if they were separate employment. Dates of employment must be given. (Continue on a separate sheet if necessary).

Name of Employer:		
Position Held:		
Summary of Main Duties:		
Reasons for Leaving:		
Final Salary (inc bonuses):	Start Date:	Leaving Date:
Name of Employer:		
Position Held:		
Summary of Main Duties:		
Reasons for Leaving:		
Final Salary:	Start Date:	Leaving Date:

SECTION 3: CAREER HISTORY (CONTINUED)		
Name of Employer:		
Position Held:		
Summary of Main Duties:		
Reasons for Leaving:		
Final Salary:	Start Date:	Leaving Date:

Any further career information to be written on a separate sheet please.

**Please indicate reasons for any gaps in employment, please include dates.
(Continue on a separate sheet if necessary).**

Reasons:	Dates:
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SECTION 4: EDUCATION TRAINING AND RELEVANT QUALIFICATIONS

Please provide details of education undertaken & qualifications gained, starting with secondary education. Include higher, degree level & further education plus membership of Professional bodies etc. Please also include vocational & non-vocational education & other training/skills gained via courses attended. Please note non-job/work related details are to be included. (Continue on separate sheet if necessary).

Name of Establishment:		
Town:	Type of Education i.e. Secondary:	
Start Date:	Leaving Date:	
Course Title/Professional Body:		
Examinations Taken:	Grades/Results:	Date Achieved:

SECTION 4: EDUCATION AND QUALIFICATIONS (CONTINUED)

Name of Establishment:		
Town:	Type of Education i.e. Secondary:	
Start Date:	Leaving Date:	
Course Title/Professional Body:		
Examinations Taken:	Grades/Results:	Date Achieved:

Name of Establishment:		
Town:	Type of Education i.e. Secondary:	
Start Date:	Leaving Date:	
Course Title/Professional Body:		
Examinations Taken:	Grades/Results:	Date Achieved:

SECTION 5: REFERENCES

Two references are required. One reference must be your current employer, or if you are currently not working, this should be your last employer. For students one reference should be from your college/school. Please feel free to attach copies of any written references you may have.

Name:	Referee No. 1:	Referee No. 2:
Address:		
Telephone No.:		
Fax No.:		
E-mail:		
Position/Relationship:		

REFERENCES MAY BE TAKEN UP BEFORE SELECTION. Please indicate below (by circling the appropriate box/es), if you do not wish us to contact either of your referees at this stage.

Referee 1:	Pls do not contact this referee at this stage	Referee 2:	Pls do not contact this referee at this stage
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I confirm that I am satisfied for HSP Plastics Limited to approach the referees above that I have not circled:

Sign Name:

Print Name: Print Date:

SECTION 6: HOBBIES AND INTERESTS

Please indicate below activities you are involved/interested in outside of work

SECTION 7: FURTHER INFORMATION

Please use this space to supply any further information to support your application. For example you may give examples below of the skills and competencies you possess relevant to the position applied for. These may have been acquired from a number of sources including unpaid duties or voluntary work. Please note you may be asked to provide evidence of your skills and competencies etc. (Please continue on a separate sheet if necessary).

SECTION 8: OTHER

Please answer the following questions, where appropriate please circle your answers.

Do you require a work permit:	Yes	No
Are you a British Citizen or a European Community National?	Yes	No
If your answer is no please complete the following:		
Are there any restrictions on the length of time you may stay or work in the UK:	Yes	No
If there are restrictions on your length of stay/work please complete one of the following:		
I entered the UK permit free for training purposes on:		
I have a work permit which is valid until		
If there are no restrictions on your length of stay/work please complete the following:		
I have indefinite leave to remain in the UK because:		

Please note applicants who are not British Nationals are required to attached copies of their evidence of their current residence status with this application form, ie. Nat. Ins No., Birth Certificate or other proof of entitlement to work in the UK. Original documents will be required at interview.

SECTION 8: OTHER (CONTINUED)

How many days have you had off in the last 2 years?			
Please give details of sickness taken and length of time off for each episode?			
Please note: Information confirming the above may be requested from your previous employers.			
Are you involved in any outside activity which may require time off work?			No
If yes please give details:			
You may be expected to work extra hours when required, would you have any difficulties with this?			No
Are you able to work away from home on occasions?			No
Have you previously applied for work at HSP Plastics Limited			No
If yes please give details	Date:	Position:	Outcome:
Do you have a current valid driving license?	Yes	No	How many years have you been driving?
Is your license free from any penalty points of endorsements etc?			No
If not, please give details in full:			

PLEASE SEE NOTE BELOW

Have you at any time been convicted by any court, or cautioned, reprimanded or given a final warning by the Police?	Yes	No
If yes please give details of offences, penalties and dates:		
Have you at present any case/summons pending against you	Yes	No
If yes please give details:		

(Please continue on a separate sheet if necessary)

Please note: Your answers above will be unlikely to affect your employment prospects.

SECTION 9: FINAL NOTES

Please find Medical Questionnaire enclosed, separate to this form. Please complete this in addition to and as part of your application.

Please note: to add further information or if you require more space, please use separate sheets of paper & attach to this form. For your security please advise if this has happened and number of pages added.

Thank you for completing the questionnaires, please read the following information, print your name and sign accordingly. No applications will be accepted without a name and signature where requested.

Please note the following:

Data Protection: Please note that by registering this application with us you are agreeing that we store this information and will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record and contract of employment, it may also be used by HSP Plastics Limited for business purposes including the prevention and detection of fraud. You may at any time request in writing that your details are deleted or amended which then be undertaken as soon as is reasonably practical.

Please read the following detail and sign.

I declare and certify that the information provided by me in this application (including the medical questionnaire) is true and correct and accept that omissions or false information/statements may result in my application being disqualified and if appointed could lead to dismissal. I understand that if appropriate, a criminal records check will be carried out. I also confirm that I am eligible for this position and to the best of my knowledge there are no medical reasons which would prevent me from safely or otherwise undertaking the duties of my position. I understand that all appointments may be subject to medical examination or health clearance and will be subject to satisfactory references.

Signature.....

Print Name..... Date

Please return this form marked Private to:

Clive Joyce – Director

HSP Plastics Limited
Walter House
Kingscroft Court
Havant
Hampshire
PO9 1LS

Tel: 023 9248 6633
Fax: 023 9248 1111

E-Mail: jobs@hspplastics.co.uk

Thank you