

Employment Application



Position Applied for:

Expected Salary:

Personal Details

Forename(s):

Surname:

Address:.....
.....
.....
.....
Postcode:.....

Date of Birth:/...../.....

Home Tel No:

Mobile Tel No:

Email Address:

If your application is successful what date would you be available to commence work?/...../.....

Have you ever applied to GKR for employment in the past?
If Yes, when was this

Please detail any experience you may have for the position you are applying for:
.....
.....
.....
.....

Do you suffer with any medical problems e.g. Back problems?
If Yes, please provide details below:
.....
.....

Education

Names of Schools or Colleges attended:

-
-
-

Dates:

From:/...../..... To:/...../.....
From:/...../..... To:/...../.....
From:/...../..... To:/...../.....

Qualifications gained:
.....

Employment Application

(Continued)



Education (Continued)

List any training, qualifications or courses attended (eg. CSCS, City & Guilds, Gas Safe, Asbestos etc) Year

.....
.....
.....

Employment History – *Please list your employment history for the past 5 years Beginning with the most recent and working backwards. (Use a separate sheet of paper and attach if more space required)*

Employer 1	Dates: From:/...../..... To:/...../.....
Position	
Reason for leaving	

Short Description of duties:

.....

.....

Employer 2	Dates: From:/...../..... To:/...../.....
Position	
Reason for leaving	

Short Description of duties:

.....

.....

Have you ever been dismissed from a previous employment?

If yes, please give details:

Have you ever been convicted of a criminal offence?

If yes, please give details:

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(Continued)



Driving History

Do you hold a current driving licence?

If yes, what type

Date Driving test passed:/...../.....

Do you have a clean driving licence?

If not, please give details of points/convictions in the last 10 years:

.....

Have you had any accidents in the last 5 years?

If yes, please give details:

.....

.....

Do you have your own transport?

References *(Referees will only be approached once a firm offer has been made and accepted)*

Name:

Company:

Address:

.....

.....

Tel No:

Email:

Name:

Company:

Address:

.....

.....

Tel No:

Email:

DECLARATION

Information given may be processed for employment selection purposes and will be retained for successful candidates. Application from unsuccessful candidates will be retained for up to six months.

I have completed this form and to the best of my knowledge and belief the particulars given, including any supporting documents are correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment and result in dismissal.

Signed:

Date:/...../.....

Equal Opportunities



Recruitment Monitoring Form

You must complete this section. The information is used for monitoring purposes only. We will detach this sheet before short listing.

GKR Maintenance & Building Co. Ltd is committed to equality of opportunity in employment. Our policy is to ensure that 'no present or future employee or job applicant receives less favourable treatment on the grounds of their sex, sexual orientation, marital status, race, religion, age, creed, colour, nationality, national origin, ethnic origin or disability; or is disadvantaged by any conditions or requirements which can not be shown to be justified'.

It will form no part of the interviewing process and will be treated in strict confidence. **This sheet will be detached from your application form** on receipt and will be kept separately in the Personnel Department.

Position Applied for:

Please answer all questions

1. Please indicate your current age:

- Up to 19 40 - 49
- 20 - 29 50 – 59
- 30 – 39 60 and above

2. Describe your nationality:

- British Scottish
- English Irish
- Welsh Other

3. Describe your ethnic origin or national origins:

- White British
- White Irish
- Other White background
- Black/Black British: Caribbean
- Black/Black British: African
- Other Black/Black British background
- Asian/Asian British: Indian
- Asian/Asian British: Bangladeshi
- Asian/Asian British: Pakistani
- Chinese
- Other Asian/Asian British: background
- Mixed: White and Black Caribbean
- Mixed: White and Black African
- Mixed: White and Asian
- Other Mixed background
- Other background

4. Gender:

- Female Male

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

5. Describe your sexuality:

- Heterosexual/Straight
- Homosexual/Gay
- Bi-sexual

6. Do you consider yourself to have a disability? *If yes, please give details.*

- Yes No

.....
.....

(The Disability Discrimination Act defines disabled as having a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).

7. Welsh Language Ability:

- Understand Welsh
- Speak Welsh
- Read Welsh
- Write Welsh
- None of the above