



INVESTOR IN PEOPLE



### APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful we may wish to process this information for personnel administration in accordance with the provision of the Data Protection Act 1984 and 1998. Please note that we may approach third parties to verify the information that you have given. By signing this form you will be providing The Bollington Group with your consent to these uses.

Please complete this form and a hand written covering letter, giving full reasons for why you would like to join the Company, and return to:

Human Resources Department, The Bollington Group (Holdings) Ltd, Adlington Court, Adlington Business Park, Adlington, Macclesfield, Cheshire, SK10 4NL.

Position applied for: .....

Where did you see the position advertised/Agency Used? .....

If currently employed, what is your contractual notice period: .....

Please give details of any Restrictive Covenants or other clauses in your current Contact of Employment which may affect your future employment:

### PERSONAL DETAILS

Title/First Name(s): ..... Surname: .....

Address: .....

Town: ..... Postcode:.....

Email: .....

Telephone Numbers: (Home) ..... (Mobile).....

Are you eligible for employment in the United Kingdom? Yes/No .....

National Insurance Number: .....

Do you hold a full Driving Licence? Yes/No                      Do you have your own transport? Yes/No

What endorsement, if any, appear on your Licence? .....

Please provide any details of any unspent convictions?

.....

Please give details of any particular adjustments you need in order to work with us:

.....

**EDUCATION AND TRAINING DETAILS**

School	Dates (From - To)	Examination Results - GCSE/GNVQ/O'Levels
College	Dates (From - To)	Examination Results - AS/A Levels/BTEC
University	Dates (From - To)	Subject and Grade
Other relevant training	Dates (From - To)	Courses and Results
Professional Membership and/or other qualifications	Dates (From - To)	Relevant Details

**EMPLOYMENT HISTORY**

Please provide specific details of the last 10 years of employment including any gaps in employment and the reason for this.

Please note we will contact the last two places of employment for your references. If you don't have more than one place of employment, please provide a personal reference in the box below.

Name and address of current employer	Dates (From - To)	Role & Responsibilities	Reason for Leaving	Salary on Leaving
Name and address of previous Employers	Dates (From - To)	Role & Responsibilities	Reason for Leaving	Salary on Leaving

**PERSONAL REFERENCE**

Name:  
Address:

**CURRENT LEISURE TIME INTEREST, HOBBIES,  
NOTABLE ACHIEVEMENTS/POSITIONS HELD**

**OTHER INFORMATION TO SUPPORT YOUR APPLICATION**

(e.g. Can you describe your suitability for the advertised role?  
Why you want to work for The Bollington Group?)

**DECLARATION**

The facts presented in this Application for Employment are, to the best of my knowledge, true and complete. I understand that a false declaration, or misleading statement, or any significant omission, may disqualify me from employment and render me liable to dismissal.

I understand that if asked for interview, I may need to supply my training records and qualification certificates, and that my knowledge and skills may be examined to the appropriate level of understanding required in the Job Profile supplied to me.

I also understand that any job offer is subject to personal and/or credit references (if applicable), and/or a satisfactory medical report (if the company believes it appropriate).

Signature: ..... Date: .....