

Staff Application Form

Please return to: Unit 2 Barncoose Industrial Estate,
Barncoose, Redruth, Cornwall, TR15 3RQ

Please complete this form in CAPITAL letters and blue or black ink.

Position applied for _____

Hours available to work _____

Personal details

Title Mr/Mrs/Miss/Ms/Other (please specify) _____

Surname _____

First name(s) _____

Address _____

Post code _____

Date of birth ____ / ____ / ____

Telephone numbers Home _____

Work _____

Other eg mobile _____

May we ring you at work? (we will use this with discretion) Y / N (please delete)

National Insurance Number _____

Do you hold a driving licence Y / N (please delete). If yes, please answer following 2 questions

What type of driving licence do you hold (please state class of licence if HGV)? _____

Do you have any driving endorsements Y / N (please delete). If yes, please give details

Have you applied for a position with Dash before? Y / N (please delete). If yes, please give date, position and

Outcome _____

How did you learn about this vacancy?

Job Centre Plus	Y / N
Dash employee (please give name)	
Newspaper or journal (please specify)	
Speculative enquiry	Y / N
Other (please specify)	

Employment history

Current or last employment

Company name _____

Company address _____

_____ Post Code _____

Telephone number _____

Dates employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Notice required _____

Current/last basic salary £ _____

Hours worked per week _____

Previous employment (start with the most recent)

Company name _____

Company address _____

Dates employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Company name _____

Company address _____

Dates employed From _____ To _____

Job Title _____

Brief outline of duties _____

Reason for leaving _____

Please continue on a separate sheet if required.

Education

Secondary school/colleges

Please give details of all your qualifications up to A level standard or the equivalent.

Name and address of school/college	Subject	Grade achieved

Further Education

Please give details of university qualifications, scholarship awards or prizes.

Name and address of university	Course	Qualifications awarded

Professional and other qualifications

Please give details and dates of any professional qualifications and training courses you have undertaken.

Reasons for applying

This is your opportunity to expand on your application. Please tell us briefly why you are applying for this job with Dash.

Work Permit

Are you prohibited from working in the UK in accordance with the Immigration and Asylum Act 1996?	Y / N
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You must provide Dash with satisfactory evidence that you are not prohibited from working in the UK.

Equal Opportunities

It will help us to fulfil our commitment to equal opportunities if you would complete this section. Please note that we will not use this information as part of the selection process.

What is your ethnic group?	_____
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Criminal convictions

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	Y / N
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If yes, please give details: _____

Health Statement

This section is designed to help us meet our statutory duty to create and maintain safe working conditions for all our employees and, where appropriate, to make reasonable adjustments to accommodate the needs of applicants and employees with disabilities.

Please give details of any medical conditions: _____

Do you require any particular arrangements for an interview? Y / N (please delete)

If yes, please give details: _____

Declaration

I declare that to the best of my knowledge and belief, all the statements and information given in this form are true and complete and that I have not withheld any material fact. I consent to Dash (South West) Ltd processing my Application Form in accordance with the Data Protection Act 1998.

I consent to Dash obtaining information or references from any present or previous employers, or any other company or institution which Dash considers appropriate. The company will only seek references after an offer of employment has been made. I consent, if applicable, to enquiries being made about me to credit reference and criminal record agencies.

Signature _____ Date _____