**THE INFORMATION YOU PROVIDE ON THIS FORM WILL BE TREATED AS CONFIDENTIAL.**

* Please complete this form fully and return via the postal or email details provided below
* Please use additional sheets where required

|  |  |  |  |
| --- | --- | --- | --- |
|  | Postal | Email | Enquiries |
| Contact Details: | Human Resources Ecolutia Services 4 John Wesley Road,  Werrington, Peterborough, PE4 5ZL, United Kingdom | recruitment@ecolutia.com | Telephone: +44 (0)1733 292 000 |
| Fax: +44 (0)1733 572 103 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Applied For:** |  | **Job Number:** |  |

# Personal Details

**Once a candidate, evidence of the information you have submitted below will be required prior to your appointment.**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Address: |  | Postal Code: |  |
| Country: |  |
| Telephone (Daytime): |  | Mobile: |  |
| Email: |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance Number: | |  |  |  |  |  | |  |  | | |  |  | |
| (Please select, as appropriate) | | | | | | | Yes | | |  | No | | |
| Can we contact you at work? | | | | | | |  | | |  |  | | |
| Do you have a full and valid UK driving licence (if relevant for the position)? | | | | | | |  | | |  |  | | |
| Are you restricted from any international travel? | | | | | | |  | | |  |  | | |
| Do you have the right to work in the United Kingdom? | | | | | | |  | | |  |  | | |
| Please provide details of any UK work and/or international travel restrictions: |  | | | | | | | | | | | | | |

# Present Employment

**If you are currently unemployed please provide details of your most recent employer.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | | |
| Address: |  | Postal Code: |  |
| Country: |  |
| Start Date: |  | End Date: |  |
| Notice Period: |  | Last Day: |  |

|  |  |
| --- | --- |
| Job Title: |  |
| Department/Section: |  |
| Annual Salary: |  |
| Summary of Duties: |  |
| Reason for Leaving  (if applicable): |  |

# Previous Employment

**Please detail your last 10 years of employment (if appropriate), starting with the most recent.**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer A: |  | | |
| Job Title: |  | | |
| Address: |  | Postal Code: |  |
| Country: |  |
| Start Date: |  | End Date: |  |
| Summary of Duties: |  | | |
| Reason for Leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer B: |  | | |
| Job Title: |  | | |
| Address: |  | Postal Code: |  |
| Country: |  |
| Start Date: |  | End Date: |  |
| Summary of Duties: |  | | |
| Reason for Leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer C: |  | | |
| Job Title: |  | | |
| Address: |  | Postal Code: |  |
| Country: |  |
| Start Date: |  | End Date: |  |
| Summary of Duties: |  | | |
| Reason for Leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer D: |  | | |
| Job Title: |  | | |
| Address: |  | Postal Code: |  |
| Country: |  |
| Start Date: |  | End Date: |  |
| Summary of Duties: |  | | |
| Reason for Leaving: |  | | |

# Education

**Please list your highest qualification first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Dates | School, College or University | Subject or Course | Qualification / Grade obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Language Skills

**Please indicate level of fluency (A = Fluent, B = Business, C = Fair, D = Social, E = Slight Knowledge).**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speak | Read | Write |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Training and Development

**Please provide details of any training and development or vocational courses which support your application. Please include any on-the-job training as well as formal courses.**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Dates | Training Programme or Course | Duration of Course | Qualification / Grade obtained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Professional Technical or Management Qualifications

|  |  |
| --- | --- |
| Qualifications | Course Details |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Professional or Trade Association Membership | Membership Level |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Personal Statement

## Abilities, skills, knowledge and experience

**Please use this section to explain in detail how you meet the requirements of the job and employee profile. If you are or have been involved in voluntary/unpaid activities, please include this information (Max. 3000 characters).**

|  |
| --- |
|  |

# Criminal Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Please select as appropriate) | | Yes |  | No |
| Do you have a criminal record? | |  |  |  |
| If yes, please provide details/dates of offence(s) and sentence, including any spent: |  | | | | |

# Disability Discrimination Act

**The Disability Discrimination Act protects people with disabilities from unlawful discrimination. The Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.**

**We encourage applications from people with disabilities. We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Please select as appropriate) | | Yes |  | No |
| Do you have a disability which is relevant to this role and your application? | |  |  |  |
| If yes, please provide details |  | | | | |
| (Please select as appropriate) | | Yes |  | No |
| Do we need to make any specific arrangements in order for you to attend an interview? | |  |  |  |
| If yes, please provide details |  | | | | |

# References

**Please provide names and contact details for your two most recent employers (if applicable). If this is not possible please identify who your references are.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Reference A | | | | |  | Reference B | | | | |
| Name: |  | | | | |  |  | | | | |
| Job Title: |  | | | | |  |  | | | | |
| Company |  | | | | |  |  | | | | |
| Work Relationship: |  | | | | |  |  | | | | |
| Address: |  | | | | |  |  | | | | |
|  |
| Postal code: |  | | | | |  |  | | | | |
| Telephone Number: |  | | | | |  |  | | | | |
| Mobile: |  | | | | |  |  | | | | |
| Email: |  | | | | |  |  | | | | |
| (Please select as appropriate) | | Yes |  | No |  | | | Yes |  | No |
| Can we contact the referees prior to the interview? |  |  |  |  |  | | |  |  |  |

# Declaration and Signature

## Statement to be signed by the applicant

**Please read the declaration and sign below. If returning the form by email, you can to sign your application at the interview.**

I hereby certify that:

* All the information contained in this form is correct to the best of my knowledge and all questions have been accurately and fully answered. I possess all the qualifications which I claim to hold and have read and am prepared to accept the conditions of employment and the job description, if appointed
* I understand that any false statements could result in my dismissal if appointed
* I confirm that I am legally eligible to work in the United Kingdom

|  |  |  |
| --- | --- | --- |
| Signature and date: | Name:  Signature: | Date: |

Candidates selected for interview will normally be notified within three weeks of the closing date. Applicants not contacted within three weeks must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this position.

Ecolutia Services undertakes to treat any personal information (data from which you can be identified, such as your name, address, e-mail address, etc.) that you provide to us in accordance with the requirements of the Data Protection Act 1998.