

Specialist Anodising Company Limited
New hall Works, Elm Street, Burnley, BB10 1NY
Tel: 01282 412500 Fax: 01282 422804
Job Application form

Full Name of Applicant:	
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Position Applied for:	
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Are you prepared to work any shift Yes/No (if No please specify):		Have you previously been employed by Specialist Anodising Company Ltd Yes/No (if yes please give details):	
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Do you have a relative currently working for SACO? If yes please provide their full name and the name of the department where they work:

Return completed form to:	Specialist Anodising Co. Ltd., New Hall Works, Elm Street, Burnley, Lancs, BB10 1NY Email: tracy.thornton@sacoltd.com
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Driving Licence

A full driving licence:	Any current endorsements/ points:	Use of a car:	An LGV/HGV licence: (if yes, specify category)	Safety Awareness Certificate:	Fork Lift Truck Operating Certificate:
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO

Employment History

Please give details of your last 3 jobs, beginning with your most recent. (Include work experience, part-time and temporary positions. Continue on a separate sheet if necessary):

Dates (from-to)	Employer (name and address)	Position held (title, responsibilities, duties, working hours)	Reason for leaving	No. days absent per job	Rate of Pay

Have you ever received a formal disciplinary warning from a previous or current employer? If yes please specify type, date and brief details.

Do you require any special arrangements to be made for your interview/assessment on account of disability? Yes/No

If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010:

Do you have a health condition that affects your ability to stand for lengthy periods/carry out repetitive handling operations/lift heavy items/climb ladders/work in a noisy environment/work with oils, or carry out fine precision work, after taking into account reasonable arrangements and personal protective equipment that could be made to overcome your difficulty with standing for lengthy periods/carrying out repetitive handling operations/lifting heavy items/climbing ladders/working in a noisy environment, working with oils or carrying out fine precision work? Yes/No

If yes please give brief details of the effects of your health condition on your ability to stand for lengthy periods/carry out repetitive handling operations/lift heavy items/climb ladders/work in a noisy environment/work with oils or carry out fine precision work:

Notice

If in employment, how many weeks' notice are required by your current employer?

Training and Experience

Please give details of any relevant qualifications or courses attended, please include O Levels, CSE, GCSE, A Levels and NVQ's with subject and grade, together with any other information that may assist your application (continue on a separate sheet if necessary):

Convictions

Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order:

Referees

Please give the details of two referees (one should be your current or most recent employer):

Name:

Name:

Address:

Address:

Telephone Number:

Telephone Number:

Occupation:

Occupation:

Time known:

Time known:

Data Protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them. I hereby give my consent to Specialist Anodising Company Limited processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature Date

Your Personal Details

Surname:	
Forenames:	
Current Address:	
Date of Birth:	
Daytime Telephone Number:	
Evening Telephone Number:	
Email:	

Specialist Anodising Company Limited has a strict NO Smoking Policy and smoking is only allowed in designated smoking areas. Please confirm do you smoke?

Specialist Anodising Company Limited is obliged, by law, to ask you to provide certain information to ensure the legality of workers. If you are successful in your application, are you able to produce the following documentation?

- 1. A document issued by a previous employer, the HMRC or a Government Agency, which states your National Insurance Number.**
and either
- 2. An EU or UK issued passport OR a passport describing the holder as having the right to live and work in the United Kingdom.**
or
- 3. A birth certificate issued in the United Kingdom.**

Please circle which documents you are able to produce.

Nationality/Immigration Status

Note: If you are appointed, documentary evidence will be sought to confirm your answers.

Full name:

Other name(s) used:

..... Male or Female:

Date of birth: Place of birth:

Current/last known address:

.....

..... Postcode:

Nationality at birth:

Present nationality (if different):

Please delete as applicable

Have you ever possessed any other nationality or citizenship? YES / NO

If YES, please specify:

.....

.....

Are you subject to immigration control? YES / NO

If YES, please specify:

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Are you lawfully resident in the UK? YES / NO

Are there any restrictions on your continued residence in the UK? YES / NO

If YES, please specify:

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.....

Are there any restrictions on your continued freedom to take employment
in the UK? YES / NO

If YES, please specify:

.....

.....

If applicable, please state your Home Office/port reference number here:

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Declaration: I undertake to notify any material changes in the information I have given above to the HR Department at SACO

Signature:

Date:

Important: Data Protection Act (1998). This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to HR where it will be processed exclusively for the purpose or recruitment. HR will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person who issued this form for further information.