



1 Ramsden Road, Rotherwas
 Hereford HR2 6LR-UK
 Tel: +44(0)1432 262626
 Fax: +44(0)1432 262600
 Email: sales@alfaplas.co.uk
 www.alfaplas.co.uk

Application for Employment

Position applied for: _____

Please fill out all relevant sections of this form, paying particular attention to sections 6 & 7.

Once completed, please return to: **Human Resources Dept.**
 Alfaplas Limited
 Unit 1 Ramsden Road
 Hereford
 HR2 6LR

Section 1 - Personal Details

Surname:	Forename(s):
Home Address:	Home Telephone Number:
	Mobile Number:
Postcode:	Email:

Section 2 – General Information

Where did you hear about this vacancy? <input type="checkbox"/> Online <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Job centre <input type="checkbox"/> Other (please give details) _____	Do you know anyone already employed by the Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details _____
Have you ever been interviewed by the Company for a previous role? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details _____ _____	How much notice do you need to give your current employer? _____ When would you be available to start work? _____

Section 3 – Education & Training

Secondary School Name of school:	Subject	Level e.g. GCSE, A- Level	Grade
Further education Name of College:			
Name of University:			

Please give details of any other relevant qualifications or training (including grades/ award level achieved):

Please give details of any membership of professional bodies: _____

***** Please note – You may be asked to produce any original certificates obtained *****

Section 4 – Employment History

Name & address of current employer:	Job title:
	Date from:
	Date to:
	Salary:
Reason for leaving:	
Brief description of role & responsibilities:	

Details of previous Employers				
Name & address	Date from/to:	Salary:	Position held & brief description of role & responsibilities	Reason for leaving

Hobbies & Interests – Please tell us a little bit about yourself and your interests

Section 5 - References

Please give the names of two people who have agreed to give a reference on your behalf. One must be your current/ most recent employer. References from relatives/ friends will not be accepted.

Name:	Name:
Address:	Address:
Phone Number:	Phone Number:
Relationship to you:	Relationship to you:

Section 6 – Right to work & Special requirements

<p>Are there any official restrictions on you taking up long term employment in the UK?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please give details _____</p> <p>_____</p>	<p>Do you require any special facilities to enable you to attend an interview?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please give details _____</p> <p>_____</p>
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IMPORTANT – If you are invited to attend an interview, you will need to bring original documentary evidence that proves you are eligible to work in the UK. You should bring your passport and/or birth certificate, together with a document showing your National Insurance number. A photocopy will be taken and will be retained on file along with this application form.

Please note, we will be unable to progress your application without evidence of your Right to Work in the UK.

Section 7 - Declaration

I certify that the information given is, to the best of my knowledge, complete and accurate and I understand that if any statement is subsequently found to be false or misleading, my employment may be terminated.

By ticking this box, I agree to the processing of any personal data (including sensitive personal data), as defined under current data protection laws & regulations, that I may have identified or volunteered in the completion of this application form.

Signed: _____

Dated: _____

PLEASE NOTE – If your application is successful, it will be stored on file for the duration of your employment with the company. If your application is unsuccessful, this form will be securely destroyed after 4 months from the date it was submitted.

If you consent to us retaining your information for consideration for future vacancies, please tick this box.