

APPLICATION FOR EMPLOYMENT

A. PERSONAL DETAILS	
Title (Mr, Miss, Mrs, Ms)	
First Name(s)	
Surname	
NI Number	
Passport Type (GB, EU, Non EU) and Country of Issue	
Visa/Work Permit Status	
Visa/Work Permit expiry date	
Driver's license (Y/N)	
Use of a car (Y/N)	
Endorsements (Y/N) if yes, please provide details	
Permanent address	
Postcode	
Contact number	
Mobile number	
Email address	
Emergency contact (name, number and relationship)	

B. POSITION	
Position applied for	
Were you referred by a Vision Engineering employee? If yes please provide their name	
Briefly explain why you believe you are suited to this position	
Current salary	
Desired salary	
Availability/Notice period	
Are you available to work overtime (Y/N) If no please provide details	

C. EDUCATION & TRAINING			
School/College/University Further Education	From	To	Results/Qualifications

D. PREVIOUS EMPLOYMENT (most recent first)	
Company name 1	Position held
Dates worked (from and to)	Reason for leaving
Key responsibilities	
Company name 2	Position held
Dates worked (from and to)	Reason for leaving
Key responsibilities	

PREVIOUS EMPLOYMENT continued			
Company name 3	Position held	Dates worked	Reason for leaving
Company name 4	Position held	Dates worked	Reason for leaving
Company name 5	Position held	Dates worked	Reason for leaving
Explanation for gaps in employment:			

E. REFEREES	
Please give the details of two referees (one should be your current or most recent employer)	
Referee 1 name	
Company	
Referee 1 position	
Mobile/contact number	
Email address	
Referee 2 name	
Company	
Referee 2 position	
Mobile/contact number	
Email address	

F. HEALTH DISCLOSURE	
Do you have any health problems that might prevent you from performing any functions of the job applied for? (Y/N)	
Do you require any reasonable adjustments to be made to accommodate you in a potential interview/assessment process? (Y/N)	
If yes, please give brief details of the effects of your illness/disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during an interview/assessment process and thus meet our obligations under the Equality Act 2010	

G. FINANCIAL DISCLOSURE	
Have you ever been declared bankrupt or had civil proceedings taken against you by creditors? (Y/N)	
If yes, please provide full details including County Court Judgements, Individual Voluntary Arrangements	

H. CRIMINAL DISCLOSURE	
The Rehabilitation of Offenders Act 1974 states that you are not obliged to describe/disclose details of convictions which are spent under the terms of the Act. Have you been convicted of any criminal offence(s) which are unspent or are you facing any criminal prosecution? (Y/N) if yes, please provide full details below	
Nature of the offence	
Sentence/Court order	
Date of conviction	
Details of prosecution	

I. DECLARATION & DATA PROTECTION

I declare that the information provided by me to Vision Engineering including in this application form, my CV and qualifications are true and complete to the best of my knowledge and belief. I undertake to notify Vision Engineering of any material changes to the information I have provided. I understand and agree that confirmation of my replies to questions on this form will be sought from third party sources and I hereby give permission for such verifications and for all information provided by me to be processed by Vision Engineering. Vision Engineering treats all personal data collected during the recruitment process in accordance with all applicable data protection laws.

Full name

Signature

Date