



APPLICATION FOR EMPLOYMENT

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful we may wish to process this information for personnel administration in accordance with the provision of the Data Protection Act 1984 and 1998. Please note that we may approach third parties to verify the information that you have given. By signing this form you will be providing The Bollington Group with your consent to these uses.

Please complete this form and a hand written covering letter, giving full reasons for why you would like to join the Company, and return to:

Personnel Administrator, The Bollington Group (Holdings) Ltd, Adlington Court, Adlington Business Park, Adlington, Cheshire, SK10 4NL.
Email: jobs@bollington.com

Position applied for:

Where did you see the position advertised ?

If currently employed, what is your contractual notice period :

Please give details of any Restrictive Covenants or other clauses in your current Contract of Employment which may affect your future employment :

.....
.....

PERSONAL DETAILS

Title/First Name(s):

Last Name:

Address:

Town/Post Code:

Email:

Telephone Numbers: (Home) (mobile)

Are you eligible for employment in the United Kingdom ? Yes/No

Do you hold a Full Driving Licence ? Yes/No Do you have your own transport ? Yes/No

What endorsements, if any, appear on your Licence

Please detail any physical or mental impairment which may affect your performance of the job:

.....
.....

Please give details of any particular requirements you need in order to work with us:

.....
.....

EDUCATION AND TRAINING DETAILS

Schools	Dates	Examination Results – GCSE/A/GNVQ or equivalent
College/University	Dates	Courses and Results
Other relevant training providers	Dates	Courses and Results
Professional Membership and/or other qualifications	Dates	Relevant details

**CURRENT LEISURE TIME INTERESTS, HOBBIES,
NOTABLE ACHIEVEMENTS/POSITIONS**

OTHER INFORMATION TO SUPPORT YOUR APPLICATION

(e.g. can you describe your suitability for the advertised role ?,why do you want to work for The Bollington Group ?)

DECLARATION

The facts presented in this Application for Employment are, to the best of my knowledge, true and complete. I understand that a false declaration, or misleading statement, or any significant omission, may disqualify me from employment and render me liable to dismissal.

I understand that if asked for interview, I may need to supply my training records and qualifications certificates, and that my knowledge and skills may be examined to the appropriate level of understanding required in the Job Profile supplied to me.

I also understand that any job offer is subject to personal and/or credit references (if applicable), and/or a satisfactory medical report (if the company believes it appropriate).

Signature: Date:

EQUAL OPPORTUNITIES MONITORING FORM

This form is used to monitor how The Bollington Group compares nationally (and locally) with regard to equal opportunities. It will not be held for any purpose other than equal opportunities monitoring.

This form is kept separate from the Application for Employment form when received and therefore does not constitute any part of the selection process.

Your co-operation in completing this form is appreciated.

Please tick your age group : **16-18:** **18-24:** **25-34:** **35-44:** **45-54:** **55-64:** **65-75:**

Are you (please tick): **Male:** **Female:**

Please outline what your marital status is (please tick): **Married:** **Single:** **Divorced:**

Disability: do you suffer from a recognised disability as outlined in the Disability Discrimination Act or DDA ? Yes/No
(see end of form for definition). If Yes, please state what that disability is:

Please indicate what your ethnic group is. Choose **one** section from **A to E** and tick the appropriate box.
The below categories are the English and Welsh categories from the 2001 census :

A
White
British
Irish
Any other White background, please write in:

B
Mixed
White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background, please write in:

C
Asian or Asian British
Indian
Pakistani
Bangladeshi
Any other Asian background, please write in:

D
Black or Black British
Caribbean
African
Any other Black background, please write in:

E
Chinese or other ethnic group
Chinese
Any other, please write in:

DISABILITY DEFINITION :

Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the DDA. The DDA states: 'a person has a disability ... if he has a **physical or mental impairment** which has a **substantial** and **long-term adverse effect** on his ability to carry out **normal day-to-day activities**'.

The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA