



Application for Employment

with

Banner Plant Limited

(A member of the Henry Boot Group of Companies)

Please post the completed form to:

HR Department

Henry Boot PLC

Dronfield, Derbyshire S18 2XN

Position applied for		Company	
Reference No.		Location	
PERSONAL DETAILS			
Title (Mr/Mrs/Miss/Ms)	Surname	Forename	
Address			
Daytime Tel No.	Evening Tel No.	Mobile Tel No.	
Email address			
Which method of communication would you prefer?			
Are you related to an employee of the Henry Boot Group of Companies? YES/NO			
If YES, who?			

EDUCATION			
List details of GCSEs, GNVQs, A levels, degrees, professional qualifications etc. (most recent first). Please note we may ask to see your original education certificates.			
Secondary School, College, University etc.	Qualifications obtained	Subjects	Grades

MEMBERSHIP OF PROFESSIONAL BODIES	
Awarding body	Grade of membership

PRESENT (LAST) EMPLOYMENT DETAILS	
Name & address of employer	Nature of business
Your job title	Brief details as to the nature of your work – include details of responsibilities and achievements
Date of joining the company	Date appointed to present (last) job
Salary/wage (current or on leaving)	Date & reason for leaving (if applicable)
Length of notice required by your current employer, or date you could start	

PREVIOUS EMPLOYMENT (most recent first)		
Employer's name & address	Your job title	Reasons for leaving

PREVIOUS EMPLOYMENT (most recent first) Continued

Employer's name & address	Your job title	Reasons for leaving

TRAINING COURSES ATTENDED

Please give details of any other courses attended/qualifications obtained, and not covered by the previous sections.

Subject	Provider

Computer literacy – please give details of your skills, including the software/systems you are familiar with.

HEALTH

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process.

Please give details of any health/disability problem(s) which may be relevant to the position applied for.

Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the job.

Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.

OTHER INFORMATION	
Are you currently eligible for employment in the UK? YES/NO	
If YES, please state what documentation you can provide in order to demonstrate this, for example, British passport/ European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.	
The following documentation can be provided:	
Have you ever been convicted of a criminal offence? YES/NO Please note that you DO NOT have to declare criminal convictions which have become 'spent' as defined in the Rehabilitation of Offenders Act 1974. If YES, you may be asked to give details if short-listed for the position.	
Do you have a current full driving licence? YES/NO If YES, please specify type (motor car/HGV etc) Is your driving licence free of endorsements? YES/NO If NO, please provide details of any points or convictions, including any pending convictions	

REFERENCES	
All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. We would not normally take up references until an offer has been made. Your references should preferably be: 1. Your manager in your current (last) job AND 2. A similar individual from a previous employment. If without two previous jobs (or unable to provide this information) please supply, as appropriate, the names of two educational or personal referees (though not persons to whom you are related).	
Name	Name
Position	Position
Address	Address
Contact Tel No.	Contact Tel No.
Email	Email

PERSONAL QUALITIES, SKILLS & ABILITIES

Please provide here any other information that may assist your application, including why you believe yourself to be suitable for this position (continue on a separate piece of paper if necessary).

Data Protection Statement.

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us to monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the data protection commissioner.

Declaration

I declare, to the best of my knowledge and belief, that all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and (if we believe it appropriate) a medical report, all of which must be deemed to be satisfactory by the company.

Signed

Dated