

Banner

Application for Employment

**with the
Henry Boot Group of Companies**

Please return the completed application form to:

**H.R. Department
Banner Plant Limited
Dronfield
Derbyshire
S18 2XS**

The Henry Boot Group operates a smoke free policy

Position applied for	Company
Reference No	Location

PERSONAL DETAILS		
Title (Mr/Mrs/Miss/Ms)	Surname	Forename
Address		
Day time Tel No	Evening Tel No	Mobile Tel No
Email address		
Which method of communication would you prefer?		
Are you related to an existing 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 the organisation 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)

Employers name & address	Your job title	Reasons for leaving

TRAINING COURSES ATTENDED

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

Subject	Provider

Computer literacy - Please give details of your skills, including the software/systems you are familiar with

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 you do not have two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).

Name		Name	
Position		Position	
Address		Address	
Contact Tel		Contact Tel	
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 party 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, 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 the organisation believes it appropriate) a medical report, all of which must be deemed by the company satisfactory.

Signed

Dated