

**JOB APPLICATION FORM**

**Please ensure that all parts of the form are completed**

<b>Position Applied For:</b>
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As an Equal Opportunities Employer and Investor in People, Westridge welcomes applications from all with the right skills, qualifications and experience.

*Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the Job Description/Person Specification.*

**Please ensure your form is signed and dated before returning either by post or e-mail.**

Where did you hear about this post? \_\_\_\_\_

**GUIDELINES**

Applicants will be treated in the same way whether they are external, internal or agency candidates. Internal candidates should advise their manager that they have applied for another position.

**YOUR DETAILS – please tell us a about yourself**

<p>Title:            Mr/Mrs/Ms/Miss/Other _____</p> <p>If other please indicate _____</p> <p>Surname:        _____</p> <p>First Name(s): _____</p> <p>Address:         _____</p> <p>_____</p> <p>_____</p> <p>_____ Post Code _____</p> <p>Driving Licence:            Full    <input type="checkbox"/></p> <p>Provisional                  <input type="checkbox"/>        None    <input type="checkbox"/></p> <p>Access to transport:        YES / NO</p>	<p><b>CONTACT</b></p> <p>Home:            _____</p> <p>Mobile:          _____</p> <p>E-mail:           _____</p> <p>Please indicate any times you may be unavailable for interview. Where possible we will try to accommodate your requirements but this cannot be guaranteed:</p> <p>_____</p> <p>_____</p> <p>If invited for an interview, please let us know if you will require special access facilities, etc. and please give details:</p>
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**EDUCATION – please tell us about your education and any qualifications which you feel are relevant to the post (include relevant courses which you are currently undertaking)**

Name of Institution (School/ College/ University etc.)	Full/Part Time	Qualifications Gained (please state subject & class for degrees, etc.)	Date of Award (Month/Year)

**TRAINING – please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post**

Subject	Length of Course	Name of Organisation / Training Provider	Date / Year

**MEMBERSHIP OF PROFESSIONAL BODIES (if applicable)**

Professional Body	Class of Membership	Date

**EMPLOYMENT – please tell us about your current / latest employment**

Position: _____ Employer Name and Address: _____ _____ _____ Date Started: _____ Date Left: (if applicable) _____ Current/leaving salary £_____ please include any additions/full package	Reason for seeking other employment: _____ _____ _____ Availability for work / notice required: _____ _____
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**PREVIOUS EMPLOYMENT – please start with the most recent (provide additional sheets if required)**

<b>Dates (Month/Year) From - To</b>	<b>Name &amp; Location of Employer</b>	<b>Position held</b>	<b>Reason for leaving</b>

**IN SUPPORT OF YOUR APPLICATION – this section is for you to give specific information in support of your application. Please use additional sheet(s) if necessary**

**REFERENCES – please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position, including your current/most recent manager plus another work related referee, or an academic referee if applicable. Testimonials or references from friends and relatives are not acceptable.**

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Capacity in which known \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Capacity in which known \_\_\_\_\_

**Referees will automatically be approached when a job offer has been made and accepted.**

#### **PREVENTION OF ILLEGAL WORKING**

Do you require permission from the UK Border Agency to take up employment with Westridge Construction Ltd if appointed to this post? YES / NO

Do you currently have permission to work in the UK? YES / NO

If yes, what type of permission do you currently have?

For further information on the Immigration and Nationality Act 2006 and UK Border Agency Immigration rules – see the UK Border Agency website.

#### **CRB - Criminal Records Bureau**

Majority of our projects necessitate that our staff undertake a CRB Check. Please tell us if you would agree to this YES / NO

#### **DECLARATION**

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I consent to Westridge Construction Ltd processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for up to 12 months and where appropriate, my details may be passed onto relevant line managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.

Should you now want us to hold on your details please tick the box

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed form by post to:

HR Department  
Westridge Construction Ltd  
Ruskin House, Junction Road  
Bodiam, East Sussex TN32 5UP  
c.beckingham@wcluk.co.uk  
Fax Number: 01580 830700

Please return your completed form by e-mail to:  
Human Resources Enquiries: 01580 831523