



APPLICATION FOR EMPLOYMENT



Please complete in black ink using **BLOCK CAPITALS** and tick boxes where necessary

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Before commencing work you will be required to provide documentary proof of your right to work in UK e.g. Current Passport/VISA or Work Permit

Position applied for: _____ Branch/Department: _____

Have you worked for Manichem before? No Yes Please state location: _____

Reason for leaving: _____

Reason for re-joining: _____

How did you hear about this vacancy?

Advert: Newspaper Shop Other please specify _____

Website: Manichem Group Other please specify _____

Branch:

Title: _____ Full Name: _____

Address: _____

Postcode: _____

Mobile Tel: _____ Home Tel: _____

Work Tel: _____ Email: _____

Sex: Male Female Nationality: _____

Age: _____ Ethnic Origin: _____

Date of Birth: _____ Marital Status: _____

Availability:
In order to match you to a suitable role, please confirm what hours you are able to work (tick box)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am to 1pm						
1pm to 7pm						

Do you hold a current Full UK Driving Licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any endorsements or serious accidents? If yes please give details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Education Details

From - To	Type of School (i.e. Grammar/ Secondary)	Qualification Level	Subjects with Results/Grade

Further/Higher Education

From - To	Name of Institution (state if Full - or- Part Time)	Subjects with Results/Grade	Qualification Level

Membership of Professional Organisations

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

You may be asked to bring your certificates with you to any interviews.

Please state why you are interested in this position and give details of skills and experience relevant to this post. Taking into account any information that is relevant to this job. Reference can be made to voluntary work and any other interests.

Have you ever been convicted at a court or cautioned by the police, for any offence which is not now spent under the terms of the Rehabilitation of Offenders Act 1974?

YES/NO

If yes please give details:

DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes No
(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you is called for interview?
Please provide details:

References:

Please give the names and addresses of two people who will provide a reference, these should not be relatives. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

1.	2.
Tel No: _____	Tel No: _____
Email: _____	Email: _____
Position Held: _____	Position Held: _____
May we contact them prior to interview?	May we contact them prior to interview?
Yes/No	Yes/No

Offers of appointment are subject to satisfactory references.

Declaration

If you have any future commitments which might affect whether you will be able to attend an interview, please let us know.

The information given on this form will be treated in strict confidence and no enquiries will be made without your permission.

I declare that all the information given on this form is true, complete and accurate, and I give consent for the processing of my data in accordance with the Data Protection Act.

Signed: _____ Date: _____

Please return your completed form to:
HR Department, Manichem Group, 47 Boulton Road, Reading, Berkshire, RG2 0NH