

EMPLOYMENT APPLICATION FORM



WHICH DIVISION OF THE COMPANY ARE YOU APPLYING TO: (Please circle one)			
AFS / AFF / AFP / VAR			
PERSONAL DETAILS			
SURNAME		TITLE	
FIRST NAME(S)			
HOME ADDRESS			
EMAIL ADDRESS			
DAYTIME TELEPHONE NO:		EVENING TELEPHONE NO:	
		MOBILE TELEPHONE NO:	
POSITION APPLIED FOR:			
ARE YOU RELATED TO ANY AF SWITCHGEAR GROUP EMPLOYEE		YES	NO
NAME OF PERSON		IF YES NATURE OF RELATIONSHIP	
CURRENT OR MOST RECENT EMPLOYMENT			
POST TITLE			
START DATE		LEAVING DATE	
SALARY & BENEFITS			
REASON FOR LEAVING			
EMPLOYER'S NAME AND ADDRESS			
NOTICE PERIOD:			
DESCRIBE THE MAIN DUTIES & RESPONSIBILITIES IN YOUR PRESENT/MOST RECENT POSITION			
If paid subcontractor then please name agent / agency:			



PREVIOUS EMPLOYMENT (exclude current or most recent)		
EMPLOYER'S NAME AND ADDRESS		
If paid subcontractor then please name agent / agency:		
POSITION HELD:	START DATE	LEAVING DATE
BRIEF DESCRIPTION OF MAIN DUTIES AND REASON FOR LEAVING		
EMPLOYER'S NAME AND ADDRESS		
If paid subcontractor then please name agent / agency:		
POSITION HELD:	START DATE	LEAVING DATE
BRIEF DESCRIPTION OF MAIN DUTIES AND REASON FOR LEAVING		
EMPLOYER'S NAME AND ADDRESS		
If paid subcontractor then please name agent / agency:		
POSITION HELD:	START DATE	LEAVING DATE
BRIEF DESCRIPTION OF MAIN DUTIES AND REASON FOR LEAVING		



EDUCATION (SECONDARY, FURTHER/HIGHER)			
SCHOOLS, COLLEGES, UNIVERSITIES OR INSTITUTES OF FURTHER EDUCATION ATTENDED	DATES (MONTH/YEAR)		QUALIFICATIONS GAINED, INCLUDING SUBJECTS, GRADES OR RESULTS EXPECTED.
	FROM	TO	
PROFESSIONAL QUALIFICATIONS			
DETAILS OF ANY PROFESSIONAL QUALIFICATIONS AND/OR MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS.			
EXPERIENCE/SUITABILITY/INTERESTS			
PLEASE OUTLINE YOUR EXPERIENCE, SUITABILITY AND INTEREST IN THIS POSITION Shortlisting and selection will be based on the requirements set out in the person specification. Please address these requirements in your application, drawing on experience at work or in a voluntary capacity.			
REFERENCES			
PLEASE GIVE DETAILS OF TWO REFEREES ONE OF WHICH MUST BE YOUR CURRENT/MOST RECENT EMPLOYER:			
COMPANY NAME:	COMPANY NAME:		
NAME OF REFEREE:	NAME OF REFEREE:		
POSITION HELD:	POSITION HELD:		
ADDRESS:	ADDRESS:		
TELEPHONE NUMBER:	TELEPHONE NUMBER:		
NATURE OF RELATIONSHIP:	NATURE OF RELATIONSHIP:		
AGENCY:	AGENCY:		



MONITORING INFORMATION

PLEASE TICK THE APPROPRIATE BOXES

1	YOUR GENDER IS	MALE	FEMALE
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2	YOUR AGE GROUP IS	16-29	30-44	45-65	65+
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3.	DO YOU CONSIDER YOURSELF DISABLED? (Please indicate any special assistance that you may require if selected for interview)	YES	NO
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4 ETHNIC ORIGIN (Please tick only one of the boxes below.)

White British	English	Scottish	Welsh	Irish	Other
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Mixed	White & Black Caribbean	White & Asian	White & Black African	Other Mixed Background
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Asian or Asian British	Indian	Pakistani	Bangladeshi	Other Asian Background
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Black or Black British	Caribbean	African	Other Black Background
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Chinese or Other Ethnic Group	Chinese	Any Other Background (please specify)
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Data Protection Act 1998

Monitoring of ethnic origin, race, sex or disability by the Company is a necessary element of an established programme for the promotion of equality of opportunity and the elimination of discrimination or where it is otherwise needed because of some special feature of a particular job.

Asylum and Immigration Act

It will be a condition prior to employment that evidence regarding eligibility to work in the United Kingdom is provided. This evidence could include a Birth Certificate, P45, Pay slip, P60, National Insurance Card or an appropriately endorsed passport.

Rehabilitation of Offenders Act

PLEASE COMPLETE THIS SECTION ONLY IF YOU HAVE A CRIMINAL CONVICTION WHICH IS NOT CONSIDERED AS SPENT UNDER THE REHABILITATION OF OFFENDERS ACT.

Disclosure of a conviction does not automatically exclude applicants from consideration. The offence will be taken into

Account if it is considered to be one which would make you unsuitable for the type of work to be done. AF Switchgear welcomes applications from ex-offenders as part of its equal opportunities policy. The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying for.

Nature of Offence(s)	Date Sentence Passed
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Sentence(s) or Order(s) given by the Court.

Name and Address of Court.