

# Just Surveys Limited

## Specialists in Drain Surveys

Dexters 1, Linton Farm

Highnam, Gloucester

Gloucestershire, GL2 8DF

Telephone: 01452 730185

Email: [enquiries@just-surveys.co.uk](mailto:enquiries@just-surveys.co.uk)

Website: [www.just-surveys.co.uk](http://www.just-surveys.co.uk)

### GUIDANCE FOR COMPLETING EMPLOYMENT APPLICATION FORM

Please read the following guidance to help you complete the application form. The information you provide will be used to decide a shortlist for interview, therefore please refer to the job description and person specification in the role profile as much as possible to tell us about how you meet the skill requirements of the role.

Please complete the form in full and correct to the best of your knowledge. Please do not submit a CV as an alternative to an application form as we use the same criteria to shortlist all of our candidate applications. We will acknowledge every application received. We do like to try and inform every applicant if they have been successful in being shortlisted for interview, but on occasions, if we receive a large volume of applications this may not always be possible. If you have not heard from us within 4 weeks of application submission, please assume that you have not been successful on this occasion.

You can access an application form from our website – [www.just-surveys.co.uk](http://www.just-surveys.co.uk) or alternatively by contacting the Human Resources Department on 01452 730185. Please return the application by email to [vacancies@just-surveys.co.uk](mailto:vacancies@just-surveys.co.uk) or by post to the above address by the closing date as stated on the advert.

We would like to thank you for your interest in working for us and wish you the best of luck with your application!

#### Personal details

Your personal details are not used as part of the shortlisting process. We will use your contact details to contact you if you are successful at the shortlisting stage.

#### Driving licence

You will be asked to provide proof of your driving licence if you are successful in being offered the post.

#### Employment History

Please provide as much information as possible about your previous job roles and reasons for leaving. You may be asked about gaps in employment history at interview if this is not clear on your application form.

#### Disability

As an employer Just Surveys Ltd promote equal opportunities and welcome applications from all interested candidates. To fulfil our obligations under the Equalities Act 2010 please let us know if you consider yourself to be disabled or have a health condition that affects your ability to lift heavy items, and if there are any adjustments that we need to make for you in relation to the application form or at interview stage.

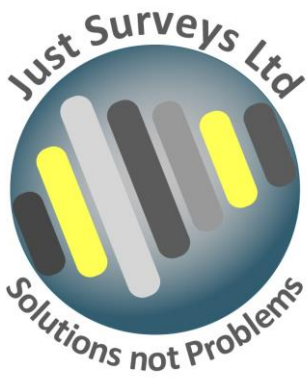
#### Notice

Please advise how many weeks' notice you need to give to your current employer.

#### Convictions

Please give details of any unspent criminal convictions. This is considered for recruitment purposes only where the conviction is considered to be relevant. Please note that if you are invited to interview, you may be required to discuss any relevant unspent convictions and any other associated information in order for the interview panel to assess any job-related risks. Having an unspent criminal conviction will not necessarily bar you from employment with us.





# Just Surveys Limited

## *Specialists in Drain Surveys*

Dexters 1, Linton Farm

Highnam, Gloucester

Gloucestershire, GL2 8DF

Telephone: 01452 730185

Email: [enquiries@just-surveys.co.uk](mailto:enquiries@just-surveys.co.uk)

Website: [www.just-surveys.co.uk](http://www.just-surveys.co.uk)

### **Right to work in the UK**

Please provide details on your right to work in the UK. Proof of right to work in the UK will be required if you are successful in being offered the post.

### **References**

Please provide two reference contacts, one of which must be your current or recent employer. With your permission, we may take up references prior to interview or after a conditional offer of employment has been made.

### **Declaration**

Please read the information on Data Protection and sign and date your application form.

