**Just Surveys Limited Application form**

**Reference Number:**

|  |  |
| --- | --- |
| **Position applied for:** |  |
| **Please return the completed form to:** | The HR Department by post (address in header) or by email to:  [vacancies@just-surveys.co.uk](mailto:vacancies@just-surveys.co.uk) |

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |

**Do you have any of the following?**

|  |  |  |
| --- | --- | --- |
| **A full driving licence:**  YES / NO | **A LGV licence:**  YES / NO  If yes, category? | **Construction Industry Training Board Safety Awareness Certificate (CSCS Card):**  YES / NO |
| **Any current endorsements:**  YES / NO | **Use of a car:**  YES / NO | **A HGV Licence:**  YES / NO |

**Employment history**

Please give details of your last four jobs, beginning with your present or most recent. Include work experience, part-time and temporary positions.

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| --- | --- | --- | --- |
| **Dates (from-to)** | **Employer (name and address)** | **Position held (title, responsibilities, duties, working hours)** | **Reason for leaving** |
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| **Disabilities** | | |
| **Do you require any special arrangements to be made for your application on account of a disability?** | Yes | No |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | |
| **Do you have a health condition that affects your ability to lift heavy items, after taking into account special arrangements that could be made to overcome your difficulty with lifting heavy items?** | Yes | No |
| If "yes", please give brief details of the effects of your health condition on your ability to lift heavy items | | |

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| **Notice** | |
| How many weeks' notice are required by present employer? |  |
| **Training and experience** | |
| Please give details of any relevant qualifications or courses attended, together with any other information that may assist your application. Please refer to the role profile to demonstrate experience of the skills required for the role (continue on a separate sheet if necessary): | |
| **Convictions** | |
| Have you ever been convicted of a criminal offence? If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order: | |
| **Right to work in the UK** | |
| Are you a British subject or a national of any EU country? | |
| If not, do you have the right to work in the UK and necessary permissions? | |
| If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions. | |

**Referees**

Please give the details of two referees (one should be your current or most recent employer):

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |
| **May references be taken up before interview?**  YES/NO | **May references be taken up before interview?**  YES/NO |

|  |
| --- |
| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee, the right of access to personal data held about them.  I hereby give my consent to Just Surveys Ltd processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  I hereby give my consent to Just Surveys Ltd carrying out checks on my qualifications.  Employee's signature:  Note: Any false, incomplete or misleading statements may lead to dismissal. |