



APPLICATION FORM

POSITION APPLIED FOR.....

SALARY EXPECTATION.....

Please ensure that you have answered each section as fully as possible. Completed Application Forms should be returned to:

ASM Metal Recycling Ltd, The Recycling Centre, Griffin Lane, Aylesbury, Bucks, HP19 8BB

SECTION A: Personal Details

| | | | | |
|---------------------------------------|--------------------------------|------------------------------|-------------------------------|-----------------------------|
| A1: Title | <input type="checkbox"/> Mr | <input type="checkbox"/> Mrs | <input type="checkbox"/> Miss | <input type="checkbox"/> Ms |
| | <input type="checkbox"/> Other | Please specify: | | |
| A2: Name | | | | |
| A3: Address for Correspondence | | | | |
| Address | | | | |
| Town | | | | |
| County | | | | |
| Postcode | | | | |
| A4: Communications | | | | |
| Home Telephone | | | | |
| Work Telephone | | | | |
| Mobile Telephone | | | | |
| Email Address | | | | |
| | May we contact you at work? | | | |
| | <input type="checkbox"/> Yes | | <input type="checkbox"/> No | |
| A5: National Insurance Number | | | | |

SECTION B: Additional Information

B1: Work Permit

In order to comply with current Asylum and Immigration legislation, you will be required to give evidence that you are able to work in the UK.

Do you require a work permit to work in the UK? Yes No

SECTION C: Driving Licence

C1: Do you hold a current driving license

Provisional Full HGV No

If you answered NO to C1, please move on to Section D

C2: Do you have the use of a vehicle? Yes No

C3: Do you have any current endorsements? Yes No

If you answered YES to C3, please supply details below:

.....
.....

SECTION D: Employment History

D1: Present or Most Recent Employer

Organisation

Business

Address

Job Title

Main Duties

.....

Salary Start Date

Are you still currently employed Yes No Notice Period

Reason for Leaving

D2: Previous Employment

Starting with the most recent, please summarise all relevant employment history. Please continue on a separate sheet if necessary.

| Employer's Name and Address | From | To | Job Title and Summary | Reason for Leaving |
|------------------------------------|-------------|-----------|------------------------------|---------------------------|
| | | | | |

SECTION E: Qualifications and Training

Please give details of your education, including examination dates, results and qualifications obtained. Continue on a separate sheet if necessary. (Evidence of qualifications may be requested).

| School, College, University | Examination | Date | Results/ Qualification |
|------------------------------------|--------------------|-------------|-------------------------------|
| | | | |

Please give details of the most recent, relevant courses attended and indicate any awards earned. Include membership of any professional bodies as relevant to this application.

| Course Title | Provider | Duration | Dates |
|---------------------|-----------------|-----------------|--------------|
| | | | |

SECTION F: Criminal Convictions

Under the Rehabilitation of Offenders Act 1974, it is illegal for employers to discriminate against ex-offenders on the grounds of 'spent' convictions. Under the Act, any conviction for a criminal offence can be regarded as 'spent' provided that the conviction does not carry a sentence excluded from the Act, such as a custodial sentence of more than 2.5 years, and no further convictions occur within the rehabilitation period.

You are entitled to withhold information about any 'spent' convictions. All other convictions, including convictions within the Armed Forces, outside the UK or disciplinary action by certain professional bodies, must be included unless they are regarded as 'spent' under the Act.

G1: Do you have a criminal record? Yes No

If you answered YES to G1, please supply details below (this will not necessarily exclude you from appointment):

.....
.....
.....

SECTION G: References

Please supply details of two people who know you in a working/educational environment. If you are a student, please give appropriate school or college referees.

First Referee

Second Referee

| | |
|--|--|
| Name | Name |
| Position | Position |
| Address | Address |
| | |
| | |
| Email | Email |
| Number | Number |
| <i>How are you known to this person?</i> | <i>How are you known to this person?</i> |
| | |

DECLARATION

I hereby declare that the information given in this form is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld information, disciplinary action will be taken against me, which may result in dismissal.

I will advise ASM Metal Recycling Ltd of any changes in the details I have provided.

Signature **Date**