

## Application for Employment

<b>Position Applied For:</b>	
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### PERSONAL DETAILS

<b>Title:</b>	<b>Surname:</b>	<b>First name:</b>

<b>Home address:</b>

<b>Post Code:</b>		<b>Date of Birth:</b>	
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<b>Telephone (Home):</b>	<b>Telephone (Mobile):</b>

<b>E-mail Address:</b>

<b>National Insurance Number:</b>	<b>Marital Status:</b>
	Single / Married / Separated / Divorced

### DECLARATION

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted. I also acknowledge that any offer of employment is subject to satisfactory drugs testing. Eligibility to work in the UK background checks will be carried out on all applications and I acknowledge I will be asked to produce my Passport or Birth Certificate prior to commencing any employment.

**Signed by Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DATA PROTECTION ACT - THE INFORMATION GIVEN TO US IN THIS FORM WILL ONLY BE USED IN RELATION TO YOUR APPLICATION FOR EMPLOYMENT. BY SIGNING THIS DECLARATION YOU ARE GIVING US YOUR EXPRESS CONSENT TO RETAIN AND PROCESS THIS INFORMATION UNDER THE GENERAL DATA PROTECTION REGULATIONS 2018. YOUR DETAILS WILL BE HELD ON OUR SYSTEM FOR A PERIOD OF 12 MONTHS AFTER WHICH TIME YOUR FORM WILL BE DESTROYED AND YOUR DETAILS REMOVED FROM OUR SYSTEM. SHOULD YOU ONLY WISH US TO CONSIDER YOUR APPLICATION FOR IMMEDIATE VACANCIES AND NOT HOLD YOUR DETAILS FOR 12 MONTHS PLEASE TICK THIS BOX  THIS IS IN LINE WITH OUR RECRUITMENT PRIVACY NOTICE AVAILABLE ON OUR WEBSITE [www.lewis-ltd.co.uk](http://www.lewis-ltd.co.uk).**

<b>Return Completed Forms to:</b>	Lewis Civil Engineering, Mwyndy Cross Industries, Cardiff Road, Pontyclun, Rhondda Cynon Taff, CF72 8PN
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## APPLICANTS DETAILS

**Please delete as appropriate**

<b><i>Do you smoke?</i></b>	<b><i>Do you hold a current driving license?</i></b>
YES / NO	YES* / NO
<b><i>*If yes, please give details of any convictions in the last 5 years:</i></b>	

<b><i>Is there anything concerning your medical history or state of health that is relevant to your application?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b>	

<b><i>Have you in the past 10 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b>	

<b><i>Are you willing to undergo a medical examination?</i></b>	YES / NO
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<b><i>Have you any criminal convictions that have occurred during the past 5 years?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b> <small>(You do not have to disclose any offence which is a spent offence under the Rehabilitation of Offenders Act 1974)</small>	

<b><i>Are there any restrictions regarding your employment? e.g. do you require a Work Permit?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b>	

<b><i>If currently employed, how much notice will you have to give your current employer?</i></b>	
<b><i>Is there any other reason why you would not be able to start work immediately?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b>	

<b><i>Do you have any existing holiday commitments?</i></b>	YES* / NO
<b><i>*If yes, please give details:</i></b>	

<b><i>Have you access to your own transport and ability to independently travel to your place of work?</i></b>	YES* / NO
<b><i>Are you willing to travel during the course of your employment?</i></b>	YES / NO*
<b><i>*If no, please give details:</i></b>	

<b><i>Are you willing to lodge away from home during weekdays?</i></b>	YES / NO*
<b><i>*If no, please give details:</i></b>	

### **EMPLOYMENT RECORD**

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so on a separate sheet.

<b><i>1. Current/most recent employer/organisation</i></b>		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Rate of pay:	

<b><i>2. Employer/organisation</i></b>		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Rate of pay:	

<b><i>3. Employer/organisation</i></b>		
Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:	Rate of pay:	

## EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

<i>Name of school/college/university/training body</i>	<i>Subject Studies</i>	<i>Qualification/ Level</i>	<i>Date Gained</i>

## TRAINING

Please list any training you have received:

<i>Training Course</i>	<i>Date Gained</i>

## REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer who are not related to you.

<b>1. Name:</b>	
Organisation:	Position:
Address:	
Telephone:	
<b>2. Name:</b>	
Organisation:	Position:
Address:	
Telephone:	