**CONFIDENTIAL**

Please return completed application forms to:

Fiona Boath, HR Manager, AGR Automation, Elliot Industrial Estate, Arbroath, DD11 2NJ

Or by email to [boath.f@agr-automation.com](mailto:boath.f@agr-automation.com)

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| **POSITION APPLIED FOR** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | Name(s) | |  | | | |
|  | | | | | | | | |
| Address |  | | Mobile Phone | |  | | | |
| Home Phone | |  | | | |
| Email Address | |  | | | |
|  | | | | | | | | |
| Do you have the permanent right to work in the UK, for example as a British or EU citizen? | | | | | | | Yes | No |
| If No, do you already have temporary permission to work in the UK? | | | | | | | Yes | No |
| If Yes, please specify your visa type and visa end date | | |  | | | | | |
|  | | | | | | | | |
| Have you ever been convicted of a criminal offence? Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order. | | | | | | | Yes | No |
| If Yes, please give details of any unspent convictions. | | |  | | | | | |
|  | | | | | | | | |
| Do you have a health condition that affects your ability to do the job you are applying for, after taking into account special arrangements that could be made to overcome your difficulty? | | | | | | | Yes | No |
| If yes, please give brief details of the effects of your condition on your ability to do the job you are applying for | | |  | | | | | |
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| Have you previously worked for us? | | | | | | | Yes | No |
| If yes, please give dates and details of the job you carried out. | | |  | | | | | |
|  | | | | | | | | |
| How much notice does your current employer require? | |  | | What is your current salary / hourly rate? | |  | | |
|  | | | | | | | | |
| Where did you see this vacancy advertised? | | |  | | | | | |

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| **EMPLOYMENT HISTORY** | | | | | | | | |
| Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. | | | | | | | | |
| Start Date | End Date | Employer & Location  and Salary / Hourly Rate | | | Job Title & Key Responsibilities | | | Reason for leaving |
|  |  |  | | |  | | |  |
| **EDUCATION** | | | | | | | | |
| Please give details of your education. | | | | | | | | |
| College / University | | | | Dates Attended | | | Qualifications with date achieved and grade | |
|  | | | |  | | |  | |
| Secondary School | | | | Dates Attended | | | Qualifications with date achieved and grade | |
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| **TRAINING / OTHER QUALIFICATIONS** | | | | | | | | |
| Please give details of any other relevant qualifications or courses attended | | | | | | | | |
| Course(s) attended | | | | Qualification / certificate achieved | | | Date achieved | |
|  | | | |  | | |  | |
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| **PROFESSIONAL BODY MEMBERSHIP** | | | | | | | | |
| Please give details of any professional body membership which you hold | | | | | | | | |
| Professional Body | | | | Membership Level | | | Date admitted | |
|  | | | |  | | |  | |
|  | | | | | | | | |
| **APPRENTICESHIP** | | | | | | | | |
| Please give details of any Apprenticeship served | | | | | | | | |
| Apprenticeship achieved | | | | Employer & Awarding Body | | | Date achieved | |
|  | | | |  | | |  | |
| **SUITABILITY FOR JOB APPLIED FOR** | | | | | | | | |
| Please review the requirements of the role and provide evidence of how you meet these, using specific examples. | | | | | | | | |
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| **REFERENCES** | | | | | | | | |
| Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. | | | | | | | | |
|  | | | Referee 1 | | | Referee 2 | | |
| Name | | |  | | |  | | |
| Job Title | | |  | | |  | | |
| Company name and address | | |  | | |  | | |
| Time known and nature of working relationship | | |  | | |  | | |
| Email address | | |  | | |  | | |
| Telephone number | | |  | | |  | | |
| May reference be taken up before interview? | | |  | | |  | | |

**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 on payment of a fee the right of access to personal data held about them.

I hereby give my consent to AGR Automation Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

**DECLARATION**

* I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
* I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me.
* I understand that the Company may check the information provided as part of my application or given in references.
* I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the Company regards as satisfactory.

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| Signature |  | Date |