**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

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| **POSITION APPLIED FOR** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |
|  |
| Have you previously worked for us? | Yes | No |
| If yes, please give dates and details of the job you carried out. |  |
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| 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 |
|  |  |  |
|  |
| **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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| --- | --- | --- |
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| Signature |  | Date |