

# Application for Employment

Please return your completed application form to: -  
HR Department - Clee Hill Plant Ltd, Mansfield Road, Hasland, Chesterfield, Derbyshire, S41 0JW  
Telephone: 01246 200089 e-mail: [hr@cleehill.co.uk](mailto:hr@cleehill.co.uk)

**Please note that your application will be treated as strictly confidential**

Vacancy applied for:

Where did you hear about this vacancy?

## PERSONAL INFORMATION

Mr/Mrs/Ms/Miss/Other

Surname:

Forenames:

Previous name if applicable:

Address:

Phone Number (Home):

Phone Number (Work):

Mobile Number:

E-mail:

Post code:

NI Number:

Do you require a work permit to work in the UK YES/NO  
If 'Yes' do you have the necessary, work permit?

Have you made any previous application to the Company? If so, when was this and what was the outcome?

What is your salary expectation for the role? £

What is your notice period/availability?

Dates/Times you are not available for interview:

If you are disabled, please give details of any special arrangements you would require to attend the interview:

Have you ever been convicted of or are you awaiting trial for a criminal offence? If yes please give dates and details on a separate sheet - a criminal conviction will not necessarily exclude you from employment. (You do not have to disclose any 'spent' convictions under the Rehabilitation of Offenders Act 1974)

Do you have a current **Driving Licence**? YES/NO

Penalties? YES/NO

Points

If you have any driving penalty points please give specific details of the endorsements:

What categories are you entitled to drive under?

**HGV Role Only:** How many hours have you completed towards your next Driver CPC?

**HGV Role Only:** Please provide details of the CPC Modules you have taken?

Are there any pending prosecutions?

Pending prosecutions? YES/NO

If yes please give details

EDUCATION/TRAINING/QUALIFICATIONS			
School/Colleges/Universities Attended	Date From - To	Qualifications and Grades obtained (if relevant)	Date Achieved
Other Qualifications/Training (Professional, Trade, NVQ's, Certificates and Awards, CSCS, CPCS, CPC etc.)	Date Taken	Course taken & Qualifications gained	Expiry Date (if applicable)

CURRENT EMPLOYMENT				
Job Title:		Employers Name:		
Employers Address:		Start Date:		
		Current Salary/Benefits:		
Post code:				
Reason for seeking alternative employment:				
Summary of current duties:				
PREVIOUS POSITIONS HELD				
Date From and To MM - YY	Employers Name and Address	Position Held – Main Duties and Key Achievements	Reason for Leaving	Final Salary + Benefits
Have you been suspended or subject to disciplinary action by your current or previous employers?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please supply full details (on a separate sheet if necessary)				

**ADDITIONAL INFORMATION**

Please add any additional information which you feel could support your application for employment.

**EMPLOYMENT REFERENCES** - one of which must be your current or most recent employer (if this is your first job then School Teacher or Higher/Further Education Lecturer).

**Reference 1**

Employers Name:	Referees Name:
	Position:
Address:	
Post code:	
Telephone Number:	May we contact prior to interview/job offer Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail Address:	

**Reference 2 (Can be a character reference)**

Employers Name:	Referees Name:
	Position:
If a character reference - what capacity is the referee known to you?	
How long have you known this person?	
Address:	
Post code:	
Telephone Number:	May we contact prior to interview/job offer Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail address:	

I can confirm to the best of my knowledge, all details contained within this form are correct. I understand that should I conceal any material fact in order to gain employment then any offer of employment may be withdrawn or if I am already in employment my contract may be terminated. I understand that all offers of employment are based on satisfactory pre-employment checks being attained and that I will have to provide documentary evidence of my eligibility to work in the UK. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed .....

Dated .....

**THANK YOU FOR YOUR INTEREST IN WORKING FOR CLEE HILL PLANT LTD**

The information contained in this form may also be recorded on a computerised personnel system. Any information held in this system is subject to the Data Protection Act 1998.