

Head Office, Steel Approach, Rainham, Essex, RM13 9PF
Head Office Telephone: 01708 558211 Fax: 01708 523542
Sales Office Telephone: 01708 522311 Fax: 01708 559024

APPLICATION FOR EMPLOYMENT

Personal Information

Please Complete In Block Capitals

Position Applied For:

Date Of Application:

Full Name:

Home Address:

Town / City:

County:

Postcode:

Home Tel No:

Mobile Tel No:

Email Address:

Car Owner: (Y/N)

Current Full Driving Licence: (Y/N)

Any Endorsements / Pending Motoring Offences?

Details:

Hgv: Class & Licence No: (If Applicable)

Employment History

Last / Current Position

Company:

From:

To:

Address:

Position Held:

To Whom Responsible:

Telephone No:

Gross Salary (Excl. Overtime):

Nature Of Business:

Normal Working Hours:

Reason For Leaving:

Main Duties:

For Personnel Use Only

File Ref: Date:

Sent To: Date:

Returned: Action:

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Previous Position

Company:

From:

To:

Address:

Position Held:

To Whom Responsible:

Telephone No:

Gross Salary (*Excl. Overtime*):

Nature Of Business:

Normal Working Hours:

Reason For Leaving:

Main Duties:

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Previous Position

Company:

From:

To:

Address:

Position Held:

To Whom Responsible:

Telephone No:

Gross Salary (*Excl. Overtime*):

Nature Of Business:

Normal Working Hours:

Reason For Leaving:

Main Duties:

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Drug and Alcohol Testing

Have you ever received a positive drug or alcohol test at work? (Yes or No)

If yes, please provide details below:

Due to the nature of the work carried out at Rainham Steel, as part of the Company's pre-employment checks you may be required to undertake a drug and alcohol test. By submitting this application form you are providing your consent to this. You have the right to withdraw your consent at any stage however, in doing so the Company reserves the right to withdraw any offer of employment on the grounds of health and safety. Likewise, if you receive a positive test result the Company reserves the right to withdraw any offer of employment. Further information on testing can be found in our Drugs and Alcohol Policy, which can be viewed in the Downloads section of our website.

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References

Have you any objections to us applying to previous employers for references? *(Yes or No)*

Give details of any current part time employment:

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Education

Last School / College Attended:

Date of Leaving:

Examinations Taken / Passed

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|----------|-------|--------|
| Subject: | Year: | Grade: |
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General

Are you employed now? *(Yes or No)*

If yes, how soon available?

Are you able to work the hours of this role? *(Yes or No)*

Please give details of any holiday commitments:

Hobbies & interests:

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Additional Information

Please enter any additional information about yourself, including any qualities and additional qualifications, which you think will help us to assess your suitability for employment:

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I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination. I declare that to the best of my knowledge the above information and that submitted in any accompanying document(s) is correct.

Confirmed:
(Mark X)

Signed: