

APPLICATION FORM INDUSTRIAL DIVISION		
PRIVATE & CONFIDENTIAL - COMPLETE IN BLOCK CAPITALS AND COMPLETE ALL SECTIONS		
DATE	Date of birth (if under 22) / /	
National Insurance Number		
SURNAME:	FORENAME:	
Address	Home Tel:	
	Mobile:	
	Email:	
	Social Network sites: Twitter <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn <input type="checkbox"/>	
	Smoker? Y/N	Car Owner? Y/N
	Driver? Y/N	
	Languages:	
Do you have any unspent convictions? Yes/No (if yes give details overleaf)		
Last School/College/University attended:		
Educational qualifications and grades: (Degree/A levels/GCSE etc)		

REFERENCE 1	REFERENCE 2
Contact name:	Contact name:
Their position:	Their position:
Company name:	Company name:
Town/city:	Town/city:
Telephone: (if available)	Telephone: (if available)
Approximate start date:	Approximate start date:
Approximate end date:	Approximate end date:
Your position at this company:	Your position at this company:
Your duties at this company:	Your duties at this company:

EMPLOYMENT DETAILS

Company	Position: Please List duties:	Dates:	Salary/ Rate	Reason for leaving

Practical Experience: Please indicate experience gained in the boxes below: Excellent-1. Good-2. Average-3. Little-4.

Skill:	1-4	Skill:	1-4	Skill:	1-4
Picking – Manual		Bendi / Flexi Licence		Shrink Wrapping	
Picking – Electronic		Counterbalance Licence		Soldering	
Packing		Reach Truck Licence		Cleaning	
Goods In/Out		Narrow Aisle Licence		Kitchen Assistant	
Stock Control		Double Pallet Handler		Silver Service	
Labouring		Extending Forks		Chef	
Mechanical Assembly		LLOP		Food & Hygiene Cert	
PCB Assembly		MLOP		CPCS Card	
Warehouse Production		Cherry Picker		Plant Licences	
Machine Operating		Deburring / Metal Polishing			
Pump Truck		Management			
Manual Handling Certificate		Computer Experience		Are you CRB checked?	Y/N
		7.5 tonne driving (tacho)		Do you have Safety Shoes?	Y/N
		Multi – drop driving		Do you have High Vis Vest?	Y/N

Other: Any knowledge or specified skills not listed above:

Job Expectations:

Position Sought:	
Areas/ Locations willing to work:	
Notice Period:	Salary required:
Dates not available for work:	Are you available for temporary work: Yes / No
What other agencies are you registered with:	
What other interviews have you already attended?	
What other interviews have you got arranged?	
How did you hear of Rugby Recruitment:	

Health and Disability:

The following questions on health and disability are asked in order to find out your needs of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job position sought.

Do you have any health issues or a disability relevant to the position or role you seek? Yes/ No
If Yes, please specify.

If you have a disability, what are your needs in terms of reasonable adjustments to enable you to perform the role sought, access the recruitment service, and attend interviews or to take aptitude tests etc?

Work Status Information

In line with Home Office guidance on the prevention of illegal working we will need to verify and take a copy of your original ID documentation as evidence of your right to work in the UK.

Do you have immigration permission to work in the UK? Yes/ No

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

Signed: _____ **Date:** _____

The information that you provide on this form and on any CV given will be used by Rugby Recruitment Services Ltd to provide work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collected, with third parties. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

To be completed by Rugby Recruitment

Interviewers comments:	Interviewed by:

Documents Check List: (date received)
Passport
WRS
Visa/Permit
Birth Certificate
NI
Job Seekers Allowance?