

APPLICATION FOR EMPLOYMENT



NAME:

POST APPLIED FOR:

REFERENCE (office use only):

Imexpart Limited

Links 31, Willowbridge Way, Whitwood,
Castleford, West Yorkshire, WF10 5NP

Telephone: 01977 522900

Facsimile: 01977 604684

E-mail: nataliec@imexpart.com

Web Site: www.imexpart.com

PERSONAL DETAILS:-

Title:		Forename(s):		Surname:	
Address:					Postcode:
Home Tel No:		Work Tel No:			
Mobile No:		Any Other No:			
Do you have a clean Driving Licence for a manual vehicle?					YES/NO*
Are you a car owner?					YES/NO*
Have you ever been refused insurance or disqualified from driving?					YES/NO*
If NO to any of the above, please list any endorsements, or give details, if applicable:					

EDUCATION/QUALIFICATIONS (Please state most recent first):-

Dates:	School/College:	Subject(s):	Grade:

TRAINING/OTHER ACHIEVEMENTS:-

List any other achievements or training which you think may be relevant to your application:-

Do you have any supervisory experience?	YES/NO*
If so, please give details below:-	
Do you have any forklift experience? (If not applicable please mark N/A)	YES/NO*
If so, please give details below:-	
Do you consider yourself computer literate? (If not applicable please mark N/A)	YES/NO*
If so, please select your level of competency below:	
BELOW AVERAGE <input type="checkbox"/>	AVERAGE <input type="checkbox"/>
ABOVE AVERAGE <input type="checkbox"/>	N/A <input type="checkbox"/>

OTHER/GENERAL:-

Have you suffered any illnesses in the last two years?	YES/NO*
If YES, please give details below:-	
In your current/previous employment, how many days sickness (i.e. how many days have you been absent from work) have you had in the last 2 years? Please give details below:-	
Have you ever been the subject of any Disciplinary Procedure?	YES/NO*
If YES, please state the nature of the conviction(s):	
Have you ever had any Criminal Convictions?	YES/NO*
If YES, please state the nature of the conviction(s):	

INTERESTS/HOBBIES:-

Please state your interests and hobbies:-

Do you have any interests, hobbies or commitments that would impede your ability to work additional hours at short notice?	YES/NO*
If YES, please give details below:-	
Do you know, or are you related to, any current employee of Imexpart Limited?	YES/NO*
If YES, please give details below:-	
Have you ever applied previously for a position within Imexpart Limited?	YES/NO*
If YES, please give details, including dates and position applied for, below:-	

REFERENCES:-

Please provide the name and address of TWO people who we can approach for references, at least one should be from your current/most recent employer:-			
Contact Name:		Contact Name:	
Company Name:		Company Name:	
Full Address:		Full Address:	
Telephone No:		Telephone No:	
We may wish to contact your current/previous employer for a reference, do we need to ask your permission before doing so?			YES/NO*

If your application was to be considered further, are there any dates when you would NOT be available for interview?

Please give details of your current notice period.

PREVIOUS WORK EXPERIENCE *(Begin with your most recent employment):-*

Dates From/To:			
Employer:			
Position Held:			
Brief Description of Duties:-			
Reason for Leaving:		Salary:	

Dates From/To:			
Employer:			
Position Held:			
Brief Description of Duties:-			
Reason for Leaving:		Salary:	

PREVIOUS WORK EXPERIENCE (Continued from previous page):-

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Employer:			
Position Held:			
Brief Description of Duties:-			
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Employer:			
Position Held:			
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PREVIOUS WORK EXPERIENCE (Continued from previous page):-

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Employer:			
Position Held:			
Brief Description of Duties:-			
Reason for Leaving:		Salary:	

APPLICABLE SKILLS:

Position Applied For:	
Please give a brief description of what attracted you to this position and what skills you have obtained that would make you a suitable candidate for this position:-	

DECLARATION:-

I confirm that the information contained within this application, to my knowledge, is true, accurate and not misleading in all aspects. I also understand that if it is discovered that any information is inaccurate, false or misleading, if I am employed by the Company, disciplinary action might be taken against me:-

PRINT NAME	SIGNATURE	DATE

EQUAL OPPORTUNITIES FORM



NAME:
POST APPLIED FOR:
REFERENCE (office use only):

Imexpart is committed to the principle of equal opportunity in employment and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination, accorded to employees and applicants for employment on the grounds of sex, disability, race, nationality, ethnic or national origin, colour, creed, gender, marital status, sexual orientation, age or religion/religious belief.

We want to monitor our recruitment procedures. This form **MUST** be completed and returned with the application form. We will separate the two forms on arrival and this form will not form part of the selection process.

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PERSONAL DETAILS:-

Title:		Forename(s):		Surname:	
Date Of Birth:		Do You Smoke?		YES/NO*	
Marital Status:	Single/Married/Divorced/Widowed/Co-Habiting/Other*				
	* Please specify				
No Of Dependents:		Ages of Dependents:			

Are you Registered Disabled or do you suffer from any other disability/condition?			YES/NO*		
If YES, please state your Registration Number:					
Please tick one or more boxes to describe your disability:					
Dyslexia/specific learning difficulty		Blind/visual impairment		Deaf/hearing impairment	
Asperger's syndrome		Mental Health difficulties		Wheelchair/mobility impairment	
Unseen disability (e.g. diabetes)		Other (please describe)			

Nationality:					
UK		Other EC		Other (please specify)	

Ethnic Origin: Please describe your ethnic origin: (please tick one box only) (Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic origin categories used here are based on the 2001 census of the population and are those required by the Higher Education Statistics Agency.)					
White		Black or Black British		Chinese	
British		Caribbean		Chinese	
Irish		African			
Any other white background*		Any other black background*		*Please specify:	
Mixed		Asian or Asian British		Other ethnic Group	
White and Black Caribbean		Indian		Any other*	
White and Black African		Pakistani			
White and Asian		Bangladeshi			
Any other mixed background*		Any other Asian background*		*Please specify:	

This form should be returned with the application form