

Application For Employment

Confidential

Instructions to Applicants

Please complete the various parts of this Form concisely, clearly and accurately.
Answer ALL questions or delete as appropriate.

Position Applied For:	Location:
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Personal Details

Surname _____	Title: Mr/Mrs/Miss/Ms/Other _____
First Names _____	
Address _____	Date of Birth: _____

_____	Home Tel. No.: _____

Post Code _____	Mobile Tel. No.: _____

National Insurance No.	
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How Did You Become Aware of This Vacancy:

Please Tick	Source – Please Provide Relevant Details
	Newspaper – Please state name and date:
	Internet – please identify website:
	Employment Service
	Speculative Approach
	Other – please specify

Please Return Completed Form Return To:

Malcolm Group, 2 Burnbrae Drive, Linwood Industrial Estate, Renfrewshire PA3 3BU

Previous Employment By The Malcolm Group

Have you previously been employed by a Malcolm Group Company?

YES / NOIf YES please state your previous Job Title, Company, Location and Dates of Employment: _____
_____**Education**

Include qualifications, apprenticeships and courses

Dates From To		Qualifications Gained, Courses Completed

Vocational Training

List any work-based training, short courses or other study that is relevant to your application

Work-based training, short courses, seminars, etc.	Dates		Where was this training provided
	From	To	

Driving Licence

Do you hold a current full car driving licence?

YES / NO**Convictions**Have you been convicted of a criminal offence that might reasonably be regarded to be of relevance to the post for which you are applying? (See below) **YES / NO**

If YES please specify date of conviction, Court, nature of offence and sentence imposed:

Applicants are required to declare details of any relevant criminal convictions, including motoring offences and endorsements to driving licences, that are not "spent" under the Rehabilitation of Offenders Act 1974.

Employment History

Describe your employment history covering at least your previous three employers and/or the last five years. Include any time out of work. Start with the most recent. Continue on a separate sheet if necessary

Employer's Name And Address	Dates		Job Title, Main Duties, Salary	Reason For Leaving (or Wishing to Leave)
	From	To		

Notice Period

Please state the notice period required by your current employer and/or your earliest available start date

Additional Information

Use this space to provide any further information that will support your application

Please continue on a separate sheet if necessary

Spare Time Activities and Interests

Please describe

Referees

Please provide two employment referees, one of whom should be your current or last employer. Offers of employment, and of continuing employment, are subject to receipt of entirely satisfactory references. Your present employer will not be approached prior to an offer being made unless you give permission

Current or most recent employer
Permission to contact granted * : **YES / NO**

Previous employer

Name of Referee:

Name of Referee:

Position:

Position:

Employer's Name and Address:

Employer's Name and Address:

Tel. Number:

Tel. Number:

Health

Are you aware of any medical condition that may affect your ability to participate safely and without risk to your health in the recruitment process for the post for which you are applying? **YES / NO**

If YES please provide details: _____

Do you consider yourself to be disabled in any way that may affect your ability to participate safely and without risk to your health in the recruitment process for the post for which you are applying? **YES / NO**

If YES please outline the nature and effects of your disability: _____

Will you require any adjustments to premises or other recruitment/selection arrangements on account of your disability? **YES / NO**

If YES please outline the adjustments you expect to require: _____

Declaration

I confirm that the details that I have provided are, to the best of my knowledge, correct and complete. I understand that to misrepresent, omit or give false information may jeopardise any contract of employment or may lead to dismissal. I confirm that I am eligible to work in the UK.

Data Protection Statement: we will collect, hold and use your personal information in accordance with our Privacy Policy, a copy of which can be found on our website www.malcolmgroup.com/privacy-policy

Signed: _____

Date: _____