

Candidate Number:

(For office use only)

November 2010



Application Form

This page will be removed from your application prior to shortlisting.

Marketing

Which position are you applying for?

How did you hear about this vacancy?

If you have been forwarded by an agency please state the name of the agency:

Personal Details

Title:

First Name:

Surname:

Address:

Post Code:

Contact Telephone number (s)

Home:

Mobile:

National Insurance Number:

Email Address:

Please confirm that you have the right to work in the UK

Yes

No

Please indicate below if this right has any restrictions. *You will be required to bring this proof with you to any assessment process.*

Disability

The Equality Act 2010 makes it unlawful to discriminate against a disabled person or someone associated with a disabled person. Jas Bowman & Sons Ltd welcomes people with disabilities and will do our best to make reasonable adjustments to the working arrangements and / or the working environment provided it is reasonable in the circumstances to do so.

Please indicate if any adjustments need to be made to the application or selection process to accommodate any disability you may have?

In support of your application, please let us know if you believe there are any reasonable adjustments we should be making to enable you to do the job or assist with your application.

Your Employment (Please include any additional employment details on a separate sheet)

Current position

Name of company:

Industry:

Start date:

Leave date (if known):

Job Title:

Reason for leaving:

Notice Period:

Please write using no more than the space below your core role and key achievements:

Name of company:

Industry:

Start date:

Leave date:

Job Title:

Name of company:

Industry:

Start date:

Leave date:

Job Title:

Name of company:

Industry:

Start date:

Leave date:

Job Title:

Name of company:

Industry:

Start date:

Leave date:

Job Title

Please explain any gaps in your employment history below, including dates

Knowledge and Skills

Please outline in this section using the job description as a basis for your response, how you think your experience meets the requirements of this role. Please only use the space provided.

References

We will not contact your referees until you have been offered a position.)

Reference One (Current / most recent employer)	Reference Two (Previous employer)
Company name:	Company name:
Referee name:	Referee name:
Job Title:	Job Title:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Email address:	Email address:

Data Protection Act 1998

The information you provide in this application form will be entered into a manual filing system and onto a computerised system and as such is covered by the rules set out in the Data Protection Act 1998. The data will be used to assess your suitability to join Jas Bowman & Sons Ltd.

Declaration

- I hereby declare that to the best of my knowledge the information contained in this form is true and accurate.
- I understand that I must inform the HR department without delay of any change in my circumstances.
- I understand that my application will be entered into a manual filing system and onto a computer database and will be used to assess my suitability for the role to which I am applying.
- I give my permission for the company to verify my qualifications and training history and to approach referees to obtain references.

I understand that any false declaration may render me liable to dismissal.

Signed

Date

Please check to ensure that you have completed all sections as any incomplete applications will not be shortlisted.

Return the application form to Human Resources Department, Jas Bowman & Sons Ltd, Ickleford Mill, Hitchin, Hertfordshire, SG5 3UN