

# Job Application Form



**RUTLAND  
PLASTICS**

## PERSONAL INFORMATION

Surname	First Name(s)	
Address	Telephone No	
	Email Address	
	National Ins. No	
Post Code	Are you legally eligible for employment in the UK ?	YES / NO

Do you have a current driving licence ? YES/NO  
Is it clean ? YES/NO. If NO give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974 ? YES/NO. If YES, please state :

## POSITION APPLIED FOR

Position applied for	Pay expected £                      per week/month
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Would you be prepared to work ?	Day Shifts	YES/NO	Night Shifts	YES/NO
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Have you previously worked for us ? YES / NO	If YES, <u>when</u> and <u>what</u> position did you hold ?
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On what date would you be available for work ?
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## HEALTH

A Medical Questionnaire must be completed on offer of position at Rutland Plastics
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## EDUCATION/QUALIFICATIONS

Schools/Colleges/University etc.	From	To	Examinations/courses and results

**EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent :-

Name and Address of Company and Type of Business	From	To	Starting Salary	Leaving Salary	Reason for Leaving
Describe the work you did					
			Supervisor		

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Describe the work you did					
			Supervisor		

Please outline the skills and experience you have gained through paid employment and other work activities and interests **which are relevant to your application of this job**

**PERSONAL REFERENCES**

Please give details of **two** people (not relatives) we could approach for references

Name		Name	
Occupation		Occupation	
Address		Address	
Telephone		Telephone	
Email		Email	

**I hereby declare that the information I have given is true and correct**

Signed : (Mr/Mrs/Miss/Ms)		Dated	
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**FOR OFFICE USE ONLY**

Interviewed by		Date interviewed	
Taken on	YES / NO	Position offered	
Starting date		Rate of pay	
Whom to report to		Time to report	
What shift	DAYS / NIGHTS	Remarks	
Uniform/Safety Shoe Form Received		Signed	
Compulsory Interview Questions Form completed		Signed	
Date		Signed	

Asylum and Immigration documents requested :	YES / NO
Asylum and Immigration documents seen, checked and copied:	YES / NO
Signed : .....	

Rutland Plastics, Cold Overton Road, Oakham, Rutland, LE15 6NU.  
tel: 01572 723 476 email: [jobs@rutlandplastics.co.uk](mailto:jobs@rutlandplastics.co.uk)

**Your application form will be retained for 3 months and then destroyed.**

Please help us with our marketing and say where you first heard about the vacancy?	
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