



THURLBY THANDAR INSTRUMENTS LTD
Glebe Road, Huntingdon, Cambs PE29 7DR (01480 412451)

STAFF APPLICATION FORM

NOTE : This Application Form is applicable to staff at all levels. Please complete as much of the form as possible. CVs may be attached but the Application Form **must be** completed.

Position applied for: _____

Date of application: _____

PLEASE COMPLETE IN OWN HANDWRITING

All information which you give will be treated in the strictest confidence.

PERSONAL DETAILS:

Surname: _____ (Mr / Mrs / Ms / Miss): _____

First Name: _____ Address: _____

Nationality: _____

Date of Birth (optional): _____

Age (optional): _____ Post Code: _____

Do you have a passport? _____

Home Tel No: _____ Do you have a driving licence? _____

Work Tel No: _____ Do you have any relatives working for TTI? _____

Email Address _____

NATIONAL INSURANCE NUMBER: (COMPULSORY REQUIREMENT)

ABSENCE HISTORY

How many weeks away from work (through illness) have you had in the past five years? _____

ACADEMIC HISTORY

School: _____

GCSE Subjects and Results

A Level Subjects and Results

Further Education (Technical/University)

Courses and Attainments

REFERENCES (Must cover a minimum of 5 years history for Despatch staff positions). Gaps greater than 28 days require written explanation for Despatch staff.

Please name two people who have been concerned with your work (or education) and would be able to comment on your performance. These referees will not be contacted without your prior permission.

Name: _____

Name: _____

Address: _____

Address: _____

Status: _____

Status: _____

Tel. No: _____

Tel. No: _____

LEISURE ACTIVITIES

Please give details of your sporting, social, artistic and other hobbies and interests.

EMPLOYMENT RECORD

Are you presently employed? _____

Please list the posts you have held in recent years, starting with your present (or most recent) employment. Give the name of your firm, your position and responsibilities, your salary, how long you were there and your reason for leaving.

1. Present or most recent:

Company: _____

Position: _____

Principal Responsibilities: _____

Salary: _____ Joining Date: _____

Leaving Date: _____

Reason for leaving: _____

2. Company: _____

Position: _____

Principal Responsibilities: _____

Salary: _____ Joining Date: _____

Leaving Date: _____

Reason for leaving: _____

3. Company: _____

Position: _____

Principal Responsibilities: _____

Salary: _____ Joining Date: _____

Leaving Date: _____

Reason for leaving: _____

4. Company: _____

Position: _____

Principal Responsibilities: _____

Salary: _____ Joining Date: _____

Leaving Date: _____

Reason for leaving: _____

Give full details of experience relevant to this application.

AMBITIONS

Please let us know the sort of work you enjoy, what sort of post and responsibility you hope for, and your ultimate goal.

What salary do you hope for?

£ _____

What period of notice is required by your current employer? _____

Any other information you feel may be relevant in applying for this position.

DECLARATION

I declare that the information given on this form is complete and accurate and that nothing has been withheld that may be considered prejudicial. I also declare that I have no criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.

Any form of misrepresentation or failure to declare factual information is a ground for refusal of employment or disciplinary proceedings. I understand that any information I may receive concerning the activities of TTI must be treated as strictly confidential.

Proof of identity (full 10 year passport or British photo card driving licence with counterpart) must be supplied in order to be able to accept any position offered. Please bring these to the interview should you be successful.

In the case of EEA nationals, a full EEA passport or National Identity Card; and in the case of other nationals, a full passport together with an original Home Office document confirming the individual's right to be in the UK and giving evidence of the right to work.

Signed: _____

Date: _____