

Colour Tone Masterbatch Ltd

Pant Farm Ind.Est., Newport Rd, Bedwas, Caerphilly, CF83 8YE

EMPLOYMENT APPLICATION FORM

Confidential

Job Applied For: _____

Name: _____ Date: _____

EMPLOYMENT HISTORY starting with the most recent position

Employer (name & address)	Job Title and Responsibilities	Dates

RELEVANT EXPERIENCE, ACHIEVEMENTS, SKILLS or QUALITIES

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EDUCATION and TRAINING

School, college, university	Qualifications, or Courses completed	Dates

Please explain your reason(s) for applying for this position:

Have you experience of working in a team?

YES NO

Have you ever been convicted of a criminal offence?
If yes, please see Guidance Notes.

YES NO

Can you provide documentary evidence of your right
to legally work in the UK? (See Guidance Notes)

YES NO

What days and hours are you
available to work?

Days? - Mon/Tues/Wed/Thurs/Fri/Sat/Sun

Hours? -

Would you require any reasonable adjustments to be
made in order for you to meet the requirements of
the job?

YES NO

If yes, please give brief details (see Guidance Notes):

Number of sickness days off in the last 12 months:

PERSONAL DETAILS		
First name:	Address:	
Last name:		
Home Tel:		
Work Tel:		Post Code:
(May we call you at work? Y/N)		Email Address:
Mobile:		
Would you require any special arrangements made for interview? YES/NO		

EQUALITY MONITORING (See Guidance notes)	
Date of Birth: / /	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Status: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	
Do you consider yourself to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Asian or Asian British:	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background <input type="checkbox"/>
Black or Black British:	African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background <input type="checkbox"/>
Chinese:	Chinese <input type="checkbox"/>
Mixed:	White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Other mixed <input type="checkbox"/>
White:	British <input type="checkbox"/> Irish <input type="checkbox"/> Other White <input type="checkbox"/>
Other:	

GUIDANCE NOTES TO HELP YOU COMPLETE THIS APPLICATION FORM

Employment History

Cover all employment/training since leaving full time education and continue on a separate sheet if necessary. Dates should be “from” and “to.” You may say “see attached CV” only if it provides **all the information required in this section.**

Relevant Experience, Achievements, Skills Or Qualities

This section is very important and you should use any or all of the four areas above to highlight why you are suitable for **employment with us in the position applied for.** You may refer to any voluntary work or to your interests/hobbies.

Criminal Offences

Please enclose any details of convictions in an envelope addressed to ‘The General Manager’ and marked ‘Private and Confidential.’ Convictions will not automatically exclude you from selection for interview.

Documentary Evidence of Legal Right to Work in the UK

Relevant documents include full birth certificate, passport, identity card, residence permit or some other official document from the Home Office.

Reasonable Adjustments

These may be required for applicants with disabilities and may, for example, relate to lighting, seating, work station, environment, working methods, lifting etc.

Equality Monitoring

This information will be used for monitoring purposes only and will not be used as criteria for candidate selection. It would help us if you could tick the relevant boxes but you are under no obligation to complete this section if you do not wish to.

DECLARATION

I declare that the information provided in this form is true and accurate to the best of my knowledge and that any falsehood may give rise to my dismissal from any employment. I understand that the information provided will be used only to process my application and may be held manually or on a computer.

Applicant's Name:

Date:

Applicant's Signature:

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