

POSITION APPLIED FOR

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Section 1 - Personal Details

Forename		Surname	
Home Address:		Current Address: (If Different)	
Telephone Number		Mobile Number	
Email Address			
National insurance No.			

Section 2 - Education and qualifications (Starting with the most recent first)

Qualifications	Grades Achieved	Name of School/College

Section 3 - Employment History (Starting with the most recent first)

Length of Service	Company	Job Role and responsibilities	Rate of pay	Reason for leaving

Section 4 - Driving Licence	
Do you hold a full UK driving licence?	YES / NO
If Yes, do you have your own vehicle?	YES / NO
Please list all endorsements and driving convictions received in the last 5 years	
Have you any convictions pending? If so, please give details.	
Which vehicles are you entitled to drive? (These are listed on the back of your photo card drivers licence)	

Section 5 – Training Do you hold any relevant Construction Skills Card / Qualifications – please complete as appropriate					
Type of Card	Reg. No.	Colour / Type of card	Categories Held (Plant Cards)	Start Date	Expiry Date
CSCS					
CPCS					
Other Affiliated CSCS Card	Reg. No.	Colour / Type of card / Categories held (where Appropriate)		Start Date	Expiry Date
Health and Safety Test		Type of test		Result	
Date Taken					

Other relevant Qualifications – please complete as appropriate			
Type of Training / Course	Details (if appropriate)	Date Taken	Expiry Date
Other Relevant NVQ			
SMSTS			
SSSTS			
Confined Spaces			
Cat & Genny			
Abrasive Wheels			
Asbestos Awareness			
Manual Handling			
First Aid at Work - 3 Day			
First Aid Appointed Person – 1 Day			
Quick Hitch			
Other (please state)			

Professional / Technical / Management Qualifications	
Type of Training / Course	
Membership of any Professional / Technical Associations: (Please state level of membership)	

Section 6 - Health Details (Please give details if answering yes to any of the questions below)	
<i>Prior to formal appointment, applicants may be required to complete a confidential statement or medical history. A medical examination may also be required.</i>	
If you suffer from any Physical or Mental condition, please give details below of any adjustments which may be required to the recruitment process to accommodate this.	

Section 7 - Other Information	
Are you legally eligible for employment in this country?	YES / NO
Do you require a work permit for this country?	YES / NO
<p>You MUST be able to produce one of the following documents:</p> <ul style="list-style-type: none"> • UK/EU Passport or national identity card • UK residence permit issued by the home office • An application registration card issued by the home office to an asylum seeker stating that the holder is permitted to take up employment. <p>Or two of the following;</p> <ul style="list-style-type: none"> • Birth certificate • A letter from the home office or an immigration status document • A work permit along with a passport or letter from the home office <p>NOTE: We will require proof of this before an offer of employment can be confirmed. The appropriate documentation is needed to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.</p>	

Section 7 - Other Information (continued)			
Are you able to work nights and weekends?	YES / NO	Are you willing to work away from home?	YES / NO
Are you willing to work shift patterns of 12 or 16 days on / 3 to 4 days off?	YES / NO	Are you willing to work weekends and take days off during the week?	YES / NO
Have you worked for Rainton before? (If so state when in adjacent box)	YES / NO		
If your application is successful you may required to take a pre employment alcohol and drugs test, for this you will be required to give a sample of your urine for analysis. Random and "For Cause" drug testing will also be carried out at any time during your employment. Would this be a problem for you?			YES / NO
Please give details of any criminal convictions: (In accordance with the rehabilitation of offenders act 1974)			

Section 8 - References	
Please complete below for your two most recent employers. If you have not previously been employed, please clearly state who your referees are.	
First Referee	
Name:	
Position:	
Company Name:	
Address:	
Contact Number:	
Email Address:	
Second Referee	
Name:	
Position:	
Company Name:	
Address:	
Contact Number:	
Email Address:	

Section 9 - Declaration

The information you have provided in completing this application form will be used to process your application for employment. The company will keep the information you have supplied confidential and will not divulge it to third parties except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

I declare to the best of my knowledge:-

- That the information given in this application is correct and that any false or misleading information will result in the termination of my employment and I consent to my information being held on file under the terms of the Data Protection Act 1998.
- All questions have been answered as fully and as accurately as I am able
- I currently hold all the qualifications I have declared in Section 5

Signed :

Print:

Date:

Applicants will normally be notified within four weeks of submission / the closing date.
All applicants will be kept on file for future consideration – Thank you for your interest in this post.

Section 10 – Returning this form

By Post

Rainton Construction Limited
Davison House
Rennys Lane
Dragonville Industrial Estate
Durham
DH1 2RS

By Email

deborah.milnthorp@mglgroup.co.uk

Enquiries

Telephone: 0191 3839900
Fax: 0191 3839911

Should you wish to send any additional information to support your application please send with this completed form.

Equal Opportunities Recruitment Monitoring

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by our HR department purely for monitoring purposes.

Position applied for:

The MGL Group of Companies are committed to the development of positive policies to promote equal opportunities in employment for all people, regardless of race, colour, nationality, ethnic or national origin, disability, sex, marital status, age or sexual orientation. The commitment will apply to recruitment and selection practices, training, promotion and in the applications of pay agreements and conditions of services.

Monitoring Sex

Male

Female

Monitoring Age:

Date of Birth

Ethnic Origin

Please tick as appropriate which best describes your racial or cultural origin

White

British

Irish

Other*

Black

Caribbean

African

Other*

Black/Asian

Indian

Pakistani

Bangladeshi

Other*

Mixed

White & Black African

White & Black Caribbean

Other*

Other

Chinese

Other*

* Please Specify

Monitoring Disability

Do you consider yourself to have a disability as defined in the Equalities Act 2010?

The Act defines disability as "a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities"

Do you consider yourself disabled?

Yes

No

If yes please state the nature of disability:

Do you require any help or assistance with travel to attend an interview

Yes

No

If yes please give details: