



BLUESTEM ROAD
RANSOMES EUROPARK
IPSWICH
IP3 9RR

JOB APPLICATION FORM

POST APPLIED FOR:

If you require an alternative application method please contact the personnel department
Telephone no: 01473 270207

Applications can either be e-mailed to beckyc@debach.co.uk or posted to the above address

APPLICATION FOR EMPLOYMENT

Title (Mr/Mrs/Ms/Miss/Other)		
Forename(s)		
Surname		
Address		
Tel No. (Home)		Tel No. (Mobile)

GENERAL EDUCATION (PLEASE GIVE DETAILS OF SECONDARY SCHOOLS ATTENDED)		
Date From	Date To	Name & address of schools (secondary education only)

FURTHER EDUCATION & TRAINING (PLEASE GIVE DETAILS OF EDUCATION/TRAINING SINCE LEAVING SCHOOL)		
Name & address of University, College, Polytechnic, Institute etc	Part or Full Time	Course title or subjects studied

EXAMINATION RESULTS & QUALIFICATIONS OBTAINED					
Subject	Exam	Grade	Subject	Exam	Grade

If further space is required, please use the NOTES section on the back page

DETAILS OF PRESENT OR LAST EMPLOYER		
Start Date	Finish Date	Position/Job Title
Name & Address of Employer		Main Duties
Nature of Business	Salary £	Responsible to
Reason for Leaving		

DETAILS OF EMPLOYER (PREVIOUS TO LAST EMPLOYER)		
Start Date	Finish Date	Position/Job Title
Name & Address of Employer		Main Duties
Nature of Business	Salary £	Responsible to
Reason for Leaving		

DETAILS OF EMPLOYER (PREVIOUS TO LAST EMPLOYER)		
Start Date	Finish Date	Position/Job Title
Name & Address of Employer		Main Duties
Nature of Business	Salary £	Responsible to
Reason for Leaving		

Give details of your CURRENT DUTIES & RESPONSIBILITIES

SUPPORTING INFORMATION

Please tell us why you have applied for this post & give a brief summary of your relevant experience & skills.

PRACTICAL SKILLS

Summarise job skills acquired & specialist training received.

What qualities do you have which most suit you to the job you are applying for?

HEALTH

Have you had an illness lasting more than two weeks in the last two years?

Do you have any medical condition that is likely to restrict your ability to undertake this job?
If so, please give details & state any adjustments that you might need in the job to overcome this restriction.

Please complete this section if you are applying for a Driving or Warehouse position, or if the position you are applying for would need you to drive to one of our remote sites.

LICENCES & CERTIFICATES (AS APPLICABLE)

Do you have any of the following? (Please circle)

Driving Licence	Yes	No	LGV Licence	Yes	No
			Class	1	2
			Are you over 24 years of age	Yes	No
Endorsements	Yes	No	ADR	Yes	No
			Forklift Licence	Yes	No
First Aider	Yes	No	Type		

GENERAL

What are your main interests, sports & hobbies?

Have you ever been dismissed from employment? Yes / No

Have you ever been convicted of a criminal offence? NB. (Rehabilitation of Offenders Act)

REFERENCES

Please give the names & addresses of two references:
(Both should be managerial staff from previous employers or a professional person, eg police officer, doctor, lawyer)

Ref 1.
Name
Address

Ref 2.
Name
Address

Tel No.
Fax No.

Tel No.
Fax No.

Do you agree to references being taken up if your application is successful? Yes / No
(The timing of reference requests will be agreed with you beforehand).

Do you require a permit to work in the UK? Yes / No
If yes, do you have a current permit to work? Yes / No
If yes, please provide evidence that you are eligible to work in the UK.

If you are successful enough to be selected for interview, please be aware you will be required to provide a copy of your birth certificate or passport.

To meet our obligations under the Data Protection Legislation all candidates accept that by signing their application form all or part of the information provided on this form may be used by Debach Enterprises Ltd for recruitment, personnel administration & equality monitoring.
Such use will be subject to the provisions of the Data Protection Act 1998.

I confirm the information given in this form is correct & understand that it will be used in the selection process. I also understand that misleading statements may be sufficient grounds for cancelling any agreements made.

Signed: _____ Date: _____

NOTES & INTERVIEWERS COMMENTS

--

DEBACH ENTERPRISES

Debach Enterprises Ltd is committed to the promotion of equal opportunities in its employment policy, practices and procedures. To make sure this is worth while we need to monitor the effectiveness of our policies, by analysing statistical information. We would be grateful if you could provide us with the following information – **we value your contribution, which will ensure our statistics are accurate and representative of people who are seeking employment with Debach Enterprises Ltd.**

This form will be kept separate from your application form and will be completely confidential.

Name: _____

Job Title/Post Applied for: _____

Sex: _____

Where did you see/hear about the job? _____

Ethnic Origin

I would describe my ethnic origin as:		Please tick one box	Ref.
White	British		WB
	Irish		WI
	Any other white background *		WO
Mixed	White and Black Caribbean		MC
	White and Black African		MB
	White and Asian		MA
	Any other mixed background *		MO
Asian or Asian British	Indian		I
	Pakistani		P
	Bangladeshi		B
	Any other Asian background *		AO
Black or Black British	Caribbean		BC
	African		BA
	Any other Black background *		BO
Chinese	Chinese		C
*Other ethnic group (OE)	Please state:		

Is there anyone who relies on you for day-to-day care and attention?
(please circle as appropriate)

YES/NO

Do you consider yourself to have a disability?
(please circle as appropriate)

YES/NO

My age is: *(please tick appropriate box)*

16 – 19
20 – 29
30 – 39

40 – 49
50 – 59
60 – 64

Thank you

DEBACH ENTERPRISES LTD