

HDS Personnel
Head Office
Port of Tilbury, Tilbury
Essex, RM18 7JN
Tel. +44 (0) 1375 840577
Fax. +44 (0) 1375 840377



Post Applied
for:

Available Start
Date:

HDS Personnel Job Application Form

It is important that you read the job description before completing this application form. Please complete this form fully using black ink or type. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Surname:

First Name:

Title:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters	Numbers	Letter

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

☐

No

☐

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

☐

No

☐

Do you hold a full UK driving license?

Yes

☐

No

☐

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer, these will be used for reference checks)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment: **Salary:**

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice: **Last day of service**
(if no longer employed):

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first, these will be used for reference checks).

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode

Contact Name:

Telephone N°:

Email Address:

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Section 3

Previous Employment continued

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Start Date:

Finish Date:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:	

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Skills

Give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced.

Skills Qualification	Level of Knowledge

Continue on a separate sheet if necessary

Section 7 Languages

In which foreign language can you communicate? Please indicate whether knowledge is fluent, intermediate or basic.

Written	Oral

Continue on a separate sheet if necessary

Section 8 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Employee Profile. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 9 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?

Yes ☐

No ☐

If yes, please give details / dates of offence(s) and sentence:

Section 10 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?

Yes ☐

No ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

☐

No

☐

If yes, please give details:

Section 11 Health

Successful applicants may be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 12 References

Please give the name and contact details of **two** employment references of positions/companies you have worked at within the last 5 years. If you cannot provide two please give details of a personal reference and/or proof of being in education.

Employment Reference 1

Name:

Position (job title):

Address:

Postcode

Telephone N^o:

E-mail:

Employment Reference 2

Name:

Position (job title):

Address:

Postcode

Telephone N^o:

E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

Are you willing for this referee to be approached prior to the interview?

Yes

☐

No

☐

Section 13 Recruitment Monitoring Form

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 the Human Resources purely for monitoring purposes.

Application for the post of:

Date:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

☐

Irish

☐

White non-UK

☐

Any other White background
(please give details):

☐

D. Black or Black British

Black Caribbean

☐

Black African

☐

Any other Black background
(please give details):

☐

B. Mixed

White & Black Caribbean

☐

White & Black African

☐

White & Asian

☐

Any other Mixed background
(please give details):

☐

E. Chinese or other ethnic group

Chinese

☐

Vietnamese

☐

Any other ethnic background
(please give details):

☐

C. Asian or Asian British

Indian

☐

Pakistani

☐

Bangladeshi

☐

Any other Asian background
(please give details):

☐

F. I do not wish to provide this
information

☐

Section 13 Recruitment Monitoring Form continued

Gender

Male

☐

Female

☐

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?

Yes

☐

No

☐

If yes, please give details:

Age Group

16-25

☐

26-35

☐

36-45

☐

46-55

☐

56-65

☐

66-70

☐

Over 70

☐

Media – Please tick where you saw this post advertised:

Instagram

☐

Twitter

☐

Facebook

☐

Indeed

☐

Company Website

☐

Word of Mouth

☐

If other please state here:

For Office Use Only:

Start Date:

Suggested documents to bring with you to your interview/induction at HDS Personnel.

Please note that although we do not state that you bring these documents with you when you drop in your application, it may work in your favour to do so as it speeds up the employment process if you are a successful candidate.

We cannot start your employment until we have copies of:

We need one of the below:

- ❖ Passport with any relevant work permits.
- ❖ Birth Certificate with an official letter or document from a government agency (for example HM Revenue and Customs, Department for Work and Pensions, or the Social Security Agency in Northern Ireland) or previous employer, showing your name and National Insurance Number.

We need the below:

- ❖ Utility Bills – these act as proof of address/accommodation.
- ❖ Driving Licence

The items below will be helpful:

- ❖ P45/P60 forms
- ❖ Letters of employment
- ❖ References