

Dear Applicant,

Thank you for requesting an application form to join Hadfield Wood Recyclers / UK Wood Recycling. We would like to give you as much assistance as possible with your application, therefore we have given some guidance below to help you complete the form.

The application form is a key factor in the decision as to whether you pass the first stage of the selection process. It is therefore important that your application form is completed as fully and accurately as possible.

Please complete the application form by following the guidelines below:

- **Complete all sections**
- **Complete in black ink**
- **Write in CAPITAL letters**
- **Include all relevant information for your application including experience, knowledge and licences held**
- **The information you provide must be clear, precise and easily understood.**

We will not make any assumptions about your abilities. Please remember that if you do not tell us we do not know.

In line with equal opportunity legislation, it is our company policy to ensure we employ people with the right skills, abilities and experience for the role they are undertaking.

Our company values promote job satisfaction and a good working environment for all employees.

All application forms must be completed and returned to:


Rachel Heath
Hadfield Wood Recyclers
Lumm Farm
Lumb Lane
Droylsden
Manchester
M43 7LB
Or email to r.heath@hadfield.co.uk

May we wish you success in your application

Human Resources Department

APPLICATION FOR EMPLOYMENT

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

| SECTION ONE – Personal Details | | |
|---|--------------------|---|
| Title: | First Name: | Surname: |
| Address: | | Passport Photograph: |
| Postcode: | |  |
| Home Telephone Number: | | |
| Mobile Telephone Number: | | |
| E mail address: | | |
| Position Applied For: | | National Insurance Number: |
| Do you require a permit to work in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If Yes, do you have a valid work permit? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Do you hold a full UK driving Licence? <input type="checkbox"/> YES <input type="checkbox"/> NO | | Class of Licence: |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes please give details: | | |
| Have you worked for this Company before? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| Are you related to any person employed within the Group? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| If Yes, please provide details of names and/or locations | | |

SECTION TWO – Employment Record

Please list previous employment (commencing with most recent or attach a copy of your CV)

| Name and address of Employer: | Date From: | Date To: | Job Title | Description of duties: | Reason for leaving: |
|-------------------------------|------------|----------|-----------|------------------------|---------------------|
| | | | | | |

*Please continue on a separate sheet if required

SECTION THREE – Qualifications

Please list qualifications obtained at school:

Please list qualifications obtained in higher education (i.e. College, University, Other)

Please list any other relevant training and qualifications to support your application (please list any vehicle/machine licences; including expiry date):

SECTION FOUR – General

How did you hear about this vacancy?

Are you able to work shifts and/or overtime as necessary?

What are your expectations of remuneration for the role?

What period of notice does your present employer require?

Please indicate why you have applied for a position with our company and why you would be suitable?

What skills can you bring to the vacancy you have applied for?

Please state curent salary package including benefits and holidays:

Are you a Member of a professional organisation or trade union?

Interests / Hobbies

Please state when would be the most convenient times for attending an interview?

What if any arrangements/provisions/assistance might you need to facilitate access or fully participate in the recruitment process?

| | |
|---|-----------------------|
| <p>If offered this position, will you continue to work in any other capacity? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If Yes please give details:</p> | |
| Name of employer | Name of employer |
| Address | Address |
| Contact number | Contact number |
| Hours worked per week | Hours worked per week |

I accept that it is my personal responsibility to notify the Company of any employment I accept other than the position for which I am employed and to declare on a weekly basis the actual hours worked.

SECTION FIVE – References

Please provide details of two referees. (one MUST be your most recent employer)

| Reference 1 | Reference 2 |
|-----------------------|-----------------------|
| Name of employer | Name of employer |
| Position Held | Position Held |
| Relationship to you | Relationship to you |
| Address | Address |
| Contact number | Contact number |
| Hours worked per week | Hours worked per week |

SECTION SIX – Declaration

I confirm that the information provided in this application is to the best of my knowledge, truthful and accurate. I understand that any false misleading statements could place subsequent employment in jeopardy. I understand that any employment entered into is subject to evidence of my right to work in the UK, satisfactory references and medical clearance. I consent to the personal data contained within this form being recorded for the purpose of assessing suitability for the post and may form the basis of any subsequent personnel file.

| | |
|---------|------|
| Signed: | Date |
|---------|------|