



Application for Employment

MOSSFIELD ROAD, ADDERLEY GREEN, STOKE ON TRENT, STAFFORDSHIRE, ST3 5BW
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APPLICATION FOR EMPLOYMENT

All sections of this application form must be completed in full where possible. The information supplied will determine whether you meet the skills required for the position you have applied for. A CV may be submitted as part of your application. In these circumstances please ensure that personal details and information relating to skills, abilities, knowledge and experience are included.

SECTION 1 – DETAILS OF VACANCY

Post applied for:	Date available to commence employment:
Preferred site location: Mossfield <input type="checkbox"/> Cheadle <input type="checkbox"/>	
How did you hear about this vacancy? IAE Website <input type="checkbox"/> : Advertisement <input type="checkbox"/> : Word of Mouth <input type="checkbox"/> : Job Centre Plus <input type="checkbox"/> Other (Please State) <input type="checkbox"/> :	

SECTION 2 – PERSONAL DETAILS

Surname:	National Insurance Number:
First Name(s):	Contact Telephone Number:
Previous Name(s):	Mobile Number:
Title:	Next of Kin:
Address:	Address:
Postcode:	Postcode:
Have you ever worked for IAE before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes when ___ / ___ / ___	Relationship:
	Contact Telephone Number:

SECTION 3 – TRANSPORTATION DETAILS

Do you hold a valid driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have the use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4 - EDUCATION, TRAINING AND QUALIFICATIONS

Qualification gained or pending Please state subject	Grade	Date Achieved (MM/YYYY)	School / College / University

SECTION 5 – PRESENT EMPLOYMENT

(If you are currently not in employment please leave blank)

Job Title:	Date Appointed:
Employers Name:	Period of Notice:
Address:	Salary: Net / Gross:
Post Code:	

Outline key duties and responsibilities:

Reason for leaving / wanting to leave:

SECTION 6 – PREVIOUS EMPLOYMENT

(This should include paid and unpaid employment, work experience, placements etc.) *Please list most recent post first.*

Organisation	Role	Salary	Period from MM/YYYY	Period to MM/YYYY	Reason for leaving

Please specify any breaks in your employment history:

SECTION 7 – SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please describe your relevant experience, skills, knowledge and competencies that may support your job application.

SECTION 8 – RELEVANT COURSES/AWARDS (e.g. short courses attended/certificates/awards)

Organising Body / Employer	Brief Details of Course/Award	Duration	
		From	To

What safety training have you been given and when:

Are you currently trained to operate plant or machinery? Yes No

If yes please state i.e. Fork Lift Truck, HGV, Power Presses, Turret punches, Lasers, Robots, CNC Machinery

SECTION 9 – DISCLOSURE

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974: Yes No (If yes please provide details below)

SECTION 10 – REFERENCES

Please give the name and address of two people, one whom must be your present employer (or if unemployed your last employer) to whom references can be made. If this is your first employment, please use your school/college.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone Number:	Telephone Number:
Title/Position:	Title/Position:

If at this stage you do not want your current employer to be contacted, please tick box

