



APPLICATION FORM

PERSONAL INFORMATION (CONFIDENTIAL)

POSITION APPLIED	
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1. PERSONAL DETAILS

SURNAME		FORENAME(S)	
ADDRESS			
		POST CODE	
EMAIL ADDRESS		TEL No. (DAYTIME)	
TEL No. (EVENING)		MOBILE TEL No.	

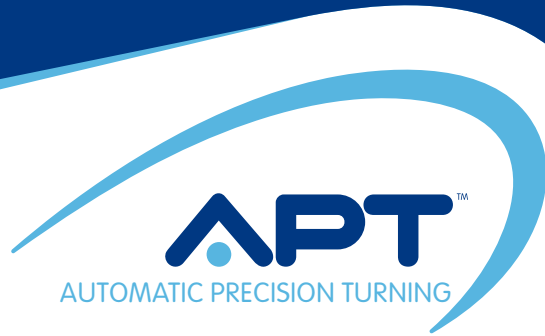
2. GENERAL DETAILS

DO YOU HOLD A CURRENT DRIVING LICENCE? YES / NO DO YOU HAVE ACCESS TO A CAR?	YES / NO
IS IT A FULL / PROVISIONAL / LGV / PCV / HGV LICENCE?	
ARE THERE ANY ADJUSTMENTS THAT MAY BE REQUIRED TO BE MADE SHOULD YOU BE INVITED FOR INTERVIEW? IF SO, PLEASE STATE BELOW	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE THAT IS CURRENTLY "UNSPENT"?	YES / NO
PLEASE GIVE DETAILS OF "UNSPENT" CONVICTIONS	
ARE THERE ANY RESTRICTIONS TO YOUR RESIDENCE IN THE UK WHICH MIGHT AFFECT YOUR RIGHT TO TAKE UP EMPLOYMENT IN THE UK?	YES / NO
IF YES, PLEASE PROVIDE DETAILS:	
IF SUCCESSFUL IN YOUR APPLICATION, WOULD YOU REQUIRE A WORK PERMIT PRIOR TO TAKING UP EMPLOYMENT?	YES / NO



Fast | Precise | Reliable

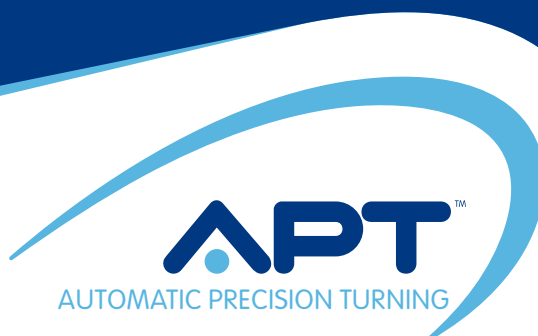
Automatic Precision Turning Leicester Ltd
Rookery Lane, Groby, Leicester. LE6 0GL
Tel: 0116 287 0051 - Fax: 0116 287 0053
sales@aptleicester.co.uk
www.aptleicester.co.uk



3. EMPLOYMENT HISTORY

EMPLOYER (NAME & FULL ADDRESS)	JOB HELD & KEY ACHIEVEMENTS	REASON FOR LEAVING
IF YOU ARE SUCCESSFUL IN YOUR APPLICATION, WOULD YOU HAVE OTHER EMPLOYMENT EITHER PAID OR VOLUNTARY?		YES / NO
IF YES, PLEASE PROVIDE DETAILS:		

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PLEASE INDICATE TWO PEOPLE WHO CAN PROVIDE REFERENCES ONE SHOULD BE YOUR PRESENT / MOST RECENT EMPLOYER

SURNAME		FORENAME(S)	
ADDRESS			
		POST CODE	
OCCUPATION		TEL No. (DAYTIME)	

SURNAME		FORENAME(S)	
ADDRESS			
		POST CODE	
OCCUPATION		TEL No. (DAYTIME)	

6. DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with current legislation.

7. DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature _____ Date _____

Please return your completed application form and any additional sheets to:
 APT (Leicester) Ltd
 Rookery Lane, Groby, Leicester. LE6 0GL

EQUAL OPPORTUNITIES MONITORING

THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION AND WILL BE USED SOLELY FOR MONITORING PURPOSES

APT (Leicester) Ltd recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

MARITAL STATUS	
<input type="checkbox"/> Married	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Single
WHITE	
<input type="checkbox"/> British	<input type="checkbox"/> Irish <input type="checkbox"/> Any other white background (Please state)
MIXED	
<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background (Please state)
BLACK OR BLACK BRITISH	
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Any other black background (Please state)
ASIAN OR ASIAN BRITISH	
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (Please state)
CHINESE OR OTHER ETHNIC GROUP	
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group (Please state)

GENDER (Please specify)	
DATE OF BIRTH	
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, please state nature of disability

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

If you wish, you may disclose information about yourself in this section

RELIGION	
SEXUAL ORIENTATION	
HOW DID YOU BECOME AWARE OF THIS VACANCY?	
MEDIA	DATE