



Axium Process Ltd APPLICATION FORM

POSITION APPLIED FOR: _____

The following information will be treated in the strictest confidence.

Personal

(Please complete this section in BLOCK CAPITALS)

Surname: _____

First Name: _____

Address: _____

Post Code: _____

Home Tel: _____ Mobile Tel: _____

Email Address: _____

Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma / Qualification



Please give details of membership to any technical or professional associations:

Please give details of any job related Training Courses you have attended. Include name of Organisation, dates and subject covered (continue on a separate sheet of paper, if necessary).

Please list languages spoken and level of competence:

Present or Last Employer

Are you currently employed? **Yes** **No**

Name of present or last employer: _____

Address: _____

Telephone Number: _____

Nature of Business: _____

Job title & brief description of duties: _____

Current or Last Salary: _____

Reason for leaving: _____

Length of service: From: _____ To: _____

How much notice are you required to give to your current employer? _____



Previous Employment Details

Please give details of your last 2 employments, **excluding your present or last employer**, stating the most recent first.

Name and Address of Employer	Dates	Position Held / Main Duties	Reason For Leaving

Relevant Skills and Qualifications to position applied for: i.e. Licenses, Skills, Training, Certificates:

Full Driving Licence: **Yes** **No** No. of points (if any):

Please give further details including dates (if applicable): _____

Are you involved in any activity which might limit your availability to work or limit your working hour's e.g. local government? **Yes** **No**

If YES, please give full details: _____



Are you subject to any restrictions or covenants which might restrict your working activities?
Yes No

If YES, please give full details: _____

Are you willing to work overtime and weekends if required? **Yes No**

Please give details of any hours which you are not available for work: _____

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? **Yes No**

If YES, please give full details: _____

Do you need a work permit to take up employment in the UK? **Yes No**

Please tell us why you think you are suitable for this position. What qualities and attributes do you think you can bring to the Company?

Other Interests

Please tell us about any interests, achievements, and leisure activities you enjoy (e.g. hobbies, sport, club memberships):-



References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **YES / NO**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

Source of Application

How did you hear of this vacancy? _____

Declaration

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment with the company or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purpose of ongoing personal administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: _____

PRINT NAME: _____

Date: _____

PLEASE EITHER SEND THE COMPLETED APPLICATION FORM MARKED FOR THE ATTENTION OF THE HR DEPARTMENT TO:

Axium Process Ltd
Hendy Industrial Estate
Hendy
Swansea
SA4 0XP
Tel: 01792 883 882

Or, alternatively, email a copy to:
teresa.hawkes@axiumprocess.com