



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?

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?

[illegible]

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:

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

Or, alternatively, email a copy to:
karen.thomas@axiumprocess.com