

ACRELANE TIMBER LIMITED

53-55 ACRE LANE LONDON SW2 5TN



Tel : 020 7326 1037/8/9

Fax: 020 7738 3927

CONFIDENTIAL

APPLICATION FORM FOR EMPLOYMENT

Please complete in **BLOCK CAPITALS**.

Miss/Mrs/Ms/Mr (delete as appropriate)
SURNAME

FIRST NAME(s)

JOB APPLIED FOR

SOME GUIDELINES TO HELP YOU

Our staff play a vital role in providing excellent customer service and product knowledge to our customers. To help you achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and talents. This is an opportunity to tell us as much as possible about yourself. It will help us to make a fair decision to select the people who can naturally give their best. Please read the form thoroughly, then complete it carefully and in full, in your own handwriting. Please ensure that you complete **ALL** sections. Your application will be treated in the strictest confidence.

Please complete the following details clearly **IN BLOCK CAPITALS**
ABOUT YOU

Present Address Postcode.....									
Marital Status.....Date of Birth...../...../.....									
Maiden Name or Previous Name.....									
National Insurance Number <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									
Tel:.....Mob:.....									

Next of Kin or Emergency Contact:.....
Address.....
Postcode.....
Relationship.....
Tel:.....Mob:.....

Are you legally entitled to work in the UK? (✓ as appropriate) YES <input type="checkbox"/> NO <input type="checkbox"/>
Asylum and Immigration act 1996: In line with Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK. Therefore if you are invited to interview please bring with you the original and a photocopy of one of the following: ✓ Evidence of NI No e.g. P45, P60, old pay slip ✓ Passport, Work Permit, Certificate of Registration ✓ Naturalisation as a British Citizen

If successful when can you start work? (please give earliest start date)? Do you have any holidays booked (✓ as appropriate) YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes please specify dates.....

OUR COMMITMENT TO EQUAL OPPORTUNITY

We are committed to an equal opportunity policy in employment and will assess applicants for jobs without regard to disability, marital status, race or sex.

Have you a disability which you would like us to know about? (✓ as appropriate) YES NO

If yes, please describe.....

If you have a disability what adjustments, if any, can we make to assist your application?

.....
Have you been convicted of any criminal offences which are not yet spent under rehabilitation?

(Offender Act 1974) (✓ as appropriate) YES NO

If yes, please give details.....

ABOUT YOUR EDUCATION

Name of School/College	Qualifications (e.g. GCSE or A levels etc..)	Grade (if any)	Year Taken

ABOUT YOUR WORK EXPERIENCE

Please give details of your previous employment, beginning with your present or most recent employer including your current or leaving pay.

Full Name and Postal Address of employer:	From:	To:	Position Held	Reasons for leaving and leaving pay
Current/Last Employer				£.....
Last Employer				£.....

Continued employment is subject to receipt of satisfactory references, therefore we will ask your current or previous employer for references. These will only be taken if your application is successful.

OTHER EXPERIENCE

	(✓ as appropriate)
Do you hold a valid full UK driving license?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any endorsements or penalty points?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes please provide details.....	
Do you have any experience of using a Board cutting saw?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any experience operating a forklift?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have any experience operating a side loader?	YES <input type="checkbox"/> NO <input type="checkbox"/>

ABOUT YOUR SKILLS

This section allows you to give us real life examples. Please tell us how you dealt with each situation below. What did you do, how did you do it and what happened? You can use examples from your work, school, family life or your hobbies.

Had to be patient and polite with an individual/group of people (e.g. customer, workmate, friend) under difficult circumstances.

Had to work hard to get something done properly and on time.

You should indicate in this section why you are interested in joining us and why you think you would be suitable for this type of work. You may also wish to add here any other information you feel relevant to your application.

In order for us to process your application it is important that the information you provide is accurate and that ALL sections are completed. Your signature below confirms that the information you have given is true and complete.

SIGNED.....DATED...../...../.....

Some or all of this information may be retained on our computer systems in accordance with the rules set out in the Data Protection Act 1984.

