

## APPLICATION FORM

<b>Post applied for:</b>			
<b>Personal information</b>			
Surname:			
Forenames:			
Title (Mr, Mrs, Miss, Ms, etc.):			
Previous names (if any):			
Current address:			
Daytime telephone number:			
Do you have the right to take up employment in the UK? YES/NO		National Insurance Number:	
Dates you are <b>not</b> available for interview:			
<b>Education and qualifications (in chronological order)</b>			
Establishment	Qualifications gained	Dates	
Detail any other training, qualifications or skills relevant to the post?			
<b>Employment history</b>			
Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.			
From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and pay on leaving
Please give brief details of, and provide an explanation for, any time when you were not either working or in full-time education.			

Please indicate your expected pay £ ..... per hour/week/annum	
Would you work full time? YES/NO	Part-time? YES/NO
Do you hold a full driving licence? YES/NO If yes, detail any current endorsements.	
Are you related or acquainted to an employee of Shearline? YES/NO If yes, please give details of name and nature of relationship to you:	
Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.	
How many weeks' or months' notice do you have to give to your current employer?	
If you are disabled, please give details of any special arrangements you would require to attend interview.	
<b>Referees</b> Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. The other should not be a relative or contemporary. No approach will be made to your present employer before an offer of employment is made to you.	
<b>First referee name:</b> Indicate how you are acquainted: Email address: Telephone number	<b>Second referee name:</b> Indicate how you are acquainted: Email address: Telephone number
Please specify below details of any unspent cautions or convictions. If you have no unspent cautions or convictions, please specify "None". All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.	

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed: .....

Date: .....

Your completed form should be sent to:

Hilary Bacon  
 Human Resources Manager  
 Shearline Precision Engineering Ltd  
 Precision House  
 Cambridgeshire Business Park  
 Ely  
 Cambs  
 CB7 4EX

Email: [hilary.bacon@shearline.co.uk](mailto:hilary.bacon@shearline.co.uk)

Visit us at: [www.shearline.co.uk](http://www.shearline.co.uk)