

**APPLICATION FORM**  
**PRIVATE AND CONFIDENTIAL**

**TO BE COMPLETED IN BLACK INK**

1. Position applied for: **Service Engineer (Field-Based – Birmingham – Ref: 2006-040)**

Wage/salary required: .....

**2. PERSONAL DETAILS**

Surname: .....

Forenames: .....

Address: .....

.....

.....

Telephone: Private: ..... Business: .....

3. Do you: Own a car? YES/NO

Have a current driving licence? YES/NO

Have you any current endorsements? (give details) YES/NO

**Please note we operate a non-smoking environment.**

Would you be willing to undergo a medical examination with the company's Doctor at the company's expense? YES/NO

National Insurance No: .....

Do you need a work permit to work in the UK? YES/NO

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act): .....

If you are employed now, what notice period is required? .....

What attracted you to this position? .....

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**4. PREVIOUS EMPLOYMENT** (Please include details of your most recent employment here, and use the spaces below to give details of other employment's, working backwards from the most recent.)

**i. Present/previous employer:**.....

Type of business:.....

Address:.....

.....

Starting date:..... Leaving date:.....

Current Salary £..... per ..... Job Title:.....

Job biography (How you got the job, what you did, how you planned your work, what you liked and disliked about the position.)

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Reasons for leaving:.....

4. **ii. Previous employer:**.....

Type of business:.....

Address:.....

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Starting date:..... Leaving date:.....

Starting pay £..... per ..... Current/Finishing pay £..... per .....

Job title:.....

Duties/responsibilities:.....

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4. **iii. Previous employer:**.....

Type of business:.....

Address:.....

.....

Starting date:..... Leaving date:.....

Starting pay £..... per ..... Current/Finishing pay £..... per .....

Job title:.....

Duties/responsibilities:.....

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4. **iv. Previous employer:**.....

Type of business:.....

Address:.....

.....

Starting date:..... Leaving date:.....

Starting pay £..... per ..... Current/Finishing pay £..... per .....

Job title:.....

Duties/responsibilities:.....

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In which of your jobs were you most successful and why?

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.....  
.....

What job did you enjoy most and why?

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5.

## EDUCATION

### Secondary Education

School Name/Address	Dates From	To	Examinations (subjects/ results, etc)

### Further Education and Training

University/College	Dates From	To	Subjects	Qualification or Class of Degree

**Occupational Qualification/Institute Membership**

College/Institute or other name	Dates From	To	Qualification/Level

Published papers, articles, monographs, etc, (give details including dates)

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**6. GENERAL**

Are you free to travel? .....

Interests/Hobbies: (Give details of pastimes, sports etc).....

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Offices held in social/sports clubs, etc.....

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Public duties (JP, local Councillor, etc) undertaken:.....

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Membership of professional organisation:.....

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If offered this position, will you continue to work in any other capacity? (give details):.....

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Do you currently have the exclusive use of a company car?.....

Are you a member of a private medical plan?.....

At your own expense? YES/NO

At your company's expense? YES/NO

Benefits – give details of benefits and pensions offered by your current employer

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**Personal Referee (not a member of your family)**

Name:.....

Address:.....

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Occupation:.....

Telephone No:.....

**Business Referees (please provide two)**

i. Name:.....

Address:.....

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Occupation:.....

Telephone No:.....

ii. Name:.....

Address:.....

.....

Occupation:.....

Telephone No:.....

**I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed dismissal.**

**Data Protection**

When signing this Application, please note that you agree to the retention of this document, and other associated documents, for possible future reference, even in the event that you are not offered employment; it may be that a similar position becomes available in the future. In the event that employment is not offered, you are assured that these documents will be retained only for a limited period of time, no more than 12 months. The confidentiality of same will remain absolute, and they will be destroyed at the end of this period.

Signature:.....Date:.....

Please return to:

Mrs K Challis  
HR Officer  
Camlab Limited  
Norman Way Industrial Estate  
Over, Cambridge  
CB4 5WE