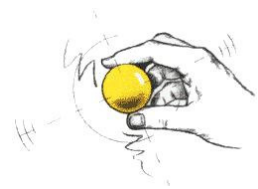


Plasmotec Ltd



APPLICATION FORM

Please complete all sections of this form accurately and in full. We shall use the information you provide to decide whether you will be short listed for an interview. If you choose to email the form, please also send a hard copy with your signed declaration at the end of the form.

Personnel Department Plasmotec Ltd Ward Road Brackley Northants NN13 7LE Tel: 01280 701335 Email: admin@plasmotec.co.uk	Application For: _____ Hours: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Do you need a work permit to take up employment in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No
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1. Personal Details

Name in Full:	Title:
Address (including postcode) :	Telephone Numbers
	Home: Mobile:
Email Address:	
Are you related to any individual currently employed by Plasmotec? <input type="checkbox"/> No <input type="checkbox"/> Yes Who:	

Do you own a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have a current driving licence?	<input type="checkbox"/> Full <input type="checkbox"/> Provisional <input type="checkbox"/> No
Have any current endorsements? Please give details.	

2. Education & Qualifications (We may request sight of certificates)

School/College/University	Dates	Details of qualifications gained

3. Employment History

PRESENT OR MOST RECENT EMPLOYMENT	
Employer's Name and Address:	Post Held:
	Salary/Grade:
	Dates:
Please give a brief description of the duties and responsibilities:	

PREVIOUS EMPLOYMENT (most recent first)					
Name & address of employer	Position Held	Dates		Duties	Reason for leaving
		From	To		

To the best of your knowledge, how many days have you lost, over the past 2 years, due to sickness?	
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Please give details of, and an explanation for any time when you were not either working or in full-time education:	
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4. Further details in support of application (Must be completed)

Before completing this section, please read the job advert and any supporting documentation carefully. Give details of work experience, skills and achievements that you consider relevant to this post, what you feel you could bring to the post and why you wish to work for Plasmotec. Also include here any other information you consider relevant.

5. Rehabilitation of Offenders Act 1974

<p>Do you have any unspent convictions?</p> <p>(Please tick “yes” if you have convictions that are not spent under the Rehabilitation of Offenders Act 1974. The term ‘conviction’ is used to refer to any sentence or disposal issues by a court. If all your convictions are spent you can tick “no”.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, there are two ways of providing further details. A) Please provide offence dates, dates of conviction/caution, offence types and sentences received below or B) Provide further details (as above) on a separate document and attaching the details in an envelope attached to this application form.</p>	

6. References

Please give details of two people, not related to you, who may be approached as to your suitability for the post. One must be your current or last employer or college tutor.

CURRENT EMPLOYER	PREVIOUS EMPLOYER/TUTOR
<p>Name:</p> <p>Job Title:</p> <p>Address:</p>	<p>Name:</p> <p>Job Title:</p> <p>Address:</p>
<p>Telephone Number:</p>	<p>Telephone Number:</p>
<p>Fax number or email address:</p>	<p>Fax number or email address:</p>

References will not be taken up until after an offer of employment has been made, and your consent will be required.

<p>Declaration: 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.</p>			
<p>Signature:</p>		<p>Date:</p>	

Equality and Diversity Monitoring

Plasmotec Ltd is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

One of the ways we hope to achieve this is by careful monitoring of people who apply to work with us, and your co-operation is sought in providing information.

You are under no obligation to complete this form but if you do you are agreeing, under the Data Protection Act 1998, that Plasmotec Ltd may hold and use personal information about you for monitoring purposes.

Please tick the category that most represents your race and ethnicity

- White: British
- White: Irish
- White: Other
- Mixed: White & Black Caribbean
- Mixed: White & Black African
- Mixed: White & Asian
- Mixed: Other
- Asian or Asian British: Indian
- Asian or Asian British: Pakistani
- Asian or Asian British: Bangladeshi
- Asian or Asian British: Other
- Black or Black British: Caribbean
- Black or Black British: African
- Black or Black British: Other
- Chinese
- Other Ethnic Group
- Prefer not to say

What is your gender? Male Female Prefer not to say

Please let us know if you need any arrangements made for you to attend the interview. e.g. wheelchair access	
Do you consider that you have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe disabilities.	

Information relating to disability will only be considered immediately prior to an offer of employment, where the nature of the disability has a direct effect on the individual's ability to carry out the requirements of the job.