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| 1. Position |
| What position are you applying for? |

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| **2. Personal Details** | | | |
| First name(s): | Surname/family name: | | Preferred title: |
| Previous names (if any): | | | |
| Full current postal address: | | | |
| Post code: | | Email: | |
| Home phone: | | Mobile phone: | |

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| 3. General Information | |
| Are you legally eligible for Employment in the UK?  Y [ ] N [ ]  *(Before any contract of employment can be offered we are required to check and copy certain documents under Section 8 of the Asylum and Immigration Act 1996 as amended)* | If you are not a UK or EC national  Please state your work visa no:  Please state the type of work visa:  Please state any limitations or conditions on the work visa: |
| Do you hold a full driving licence? Y [ ] N [ ]  If Yes, do you have any current endorsements? Please provide details: | Do you have any pending criminal cautions or convictions? Y [ ] N [ ]  If yes, please give brief details: |
| Are there any dates when you are **NOT** available for interview? If so, please provide details. | Date available to start work: \_\_ / \_\_ / \_\_ |
| Do you have any holiday commitments or time off planned during the next 3 months? Y [ ] N [ ]  If Yes, please give details: | If you are disabled, please give details of any special arrangements you would require to attend interview |
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| 4. Skills and qualifications | |
| Summarise your record of training, specialist courses, qualifications and experience relevant to this position. Please include technical and trade skills, along with any computer system/software knowledge and level of proficiency. | |
| Education – from GCSE or equivalent to degree level, starting with the most recent.Name of School / College / University From & To Qualifications Subjects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ | |
| List membership of any professional, trade, business or civic associations relevant to this position. | |
| **5. Employment History** | |
| 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. | |
| Dates employed  From: To: | Employer: |
| Job title / Type of work: | Address: |
| Contracted hours: | Telephone number: |
| Title of immediate supervisor: | Reason for leaving: |

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| Dates employed  From: To: | Employer: |
| Job title / Type of work: | Address: |
| Contracted hours: | Telephone number: |
| Title of immediate supervisor: | Reason for leaving: |

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| Dates employed  From: To: | Employer: |
| Job title / Type of work: | Address: |
| Contracted hours: | Telephone number: |
| Title of immediate supervisor: | Reasons for leaving: |

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| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. |

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| **6. References** |
| Please give details of two people who can provide references for you, one of whom should be your current or most recent employer. The other should also be a previous employer. We do not approach referees until after interview. |

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| **First Referee** | **Second Referee** |
| Name: | Name: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Address (incl. postcode): | Address (incl. postcode): |
| E mail address: | E mail address: |
| Telephone Number: | Telephone Number: |
| How is this referee known to you? | How is this referee known to you? |
| Do you wish to be contacted before we approach this referee? Y[ ] N[ ] | Do you wish to be contacted before we approach this referee? Y[ ] N[ ] |
| Do you wish us to contact this referee  At any time 🗆  Only if I am a finalist candidate 🗆 | Do you wish us to contact this referee  At any time 🗆  Only if I am a finalist candidate 🗆 |

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| **7. Declaration** |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand and agree that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer’s service if I have been employed.  I give Wellington Engineering the right to investigate all references and to secure additional information about me, if job related.  I hereby give my consent to Wellington Engineering processing the data supplied on this application form for the purpose of recruitment and selection.  Wellington Engineering is an Equal Opportunity Employer. The company does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by law. |
| Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / / |