

EMPLOYMENT APPLICATION FORM

Form Ref: TG111-HR-035-C

SECTION 1 – RIGHT TO WORK IN THE UK

Do you need a work permit to work in the UK?	Yes	No
If yes, what date is it valid to?		
Please refer to https://www.gov.uk/prove-right-to-work if you need any further information as further checks will be carried out.		

SECTION 2: PERSONAL DETAILS

Full name	
Full Address & Postcode	
Contact number	
Email address	
Salary expectations:	
Notice required in current post:	
Date you would be available for work:	
How will you travel to work?	
If selected for interview, do you require any special arrangements to be made to accommodate you?	

SECTION 3: JOB APPLICATION

PLEASE STATE WHICH JOB ROLE YOU ARE APPLYING FOR:

- Please submit a copy of your current and updated CV
- Please submit a cover letter, stating why you would like to apply for the role, relevant experience you bring to the role, your career goals, and what you can offer Terry Group Ltd

National Insurance No.

Do you have part-time work you would continue with if you joined Terry Group Ltd? **YES** **NO**

SECTION 4: SAFEGUARDING / HEALTH & SAFETY

To be completed for all job types

	Full	Provisional	HGV	None
Current driving licence	Please give details of any current endorsements or penalty points and how they were incurred:			

To be completed for Sales, Service, Repair and Installation roles only

DBS Check	Basic Dated:	Enhanced Dated:	Note: A copy of your DBS certificate will be required.
CSCS Card	Do you hold a CSCS Card? If Yes, please state level and date Note: a copy of your CSCS card will be required,		

To be completed for Service, Repair and Installation roles only

NVQ Certification	Please state level, and provide copy of your certificate
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To be completed for Production and R&D roles only

Manual handling and general assembly work is an essential element of this position. Is there anything that would prevent you carrying out any of these functions?

SECTION 5: DECLARATION

CRIMINAL RECORD

Please detail any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*. If none, please state "none".

REFERENCES - Please supply contact details (incl address, email, telephone number) of two people – one of whom should be your present/last employer from whom we may obtain both character and work experience references. References will be taken up upon offer of employment, but will only be taken with your consent.

Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment and selection.
- I consent to the taking up of the above references if job offer is made.

Applicant Signature to accept declaration		Date
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EMPLOYMENT APPLICATION FEEDBACK FORM

Form Ref: TG111-HR-035-C (Part B)

OFFICE USE ONLY

Applicant Name	Details sent to Line Manager Y/N	Do they fit job spec criteria? Y/N	Invite for Interview Y / N	Outcome	Comments

