

**Please read first**

Please complete in clearly written or typed **black** ink.

Continue on separate sheet where necessary.

Please refer to the supporting literature before completing this form.

If you require assistance filling in this form please contact the Human Resources Department on 01934 428071.

CLOSING DATE: .....



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Weston-super-Mare,  
Somerset  
BS24 9AT

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**Fax:** +44 (0)1934 428001

**email:** gearboxes@gearboxes.com

**web:** www.gearboxes.com

<b>Job applied for:</b>
<b>Where did you see this job advertised? (please be specific)</b>

<b>Personal details</b>	
<b>First name(s):</b>	<b>Title:</b>
<b>Surname:</b>	<b>Previously Known As:</b>
<b>Address:</b>	
<b>Postcode:</b>	
<b>Daytime tel. no. (inc. STD code):</b>	
<b>Evening tel. no. (inc. STD code):</b>	
<b>Work tel. no. (inc. STD code):</b>	
<b>Email address:</b>	

<b>Additional information</b>	
<b>Dates when you are unavailable for interview</b>  (e.g. holidays):	
<b>Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your MCT ReMan Ltd employment?*</b>	<b>Yes      No</b>  (If yes, please give details)
<b>If applicable, are you intending to relocate?</b>	<b>Yes      No</b>
<b>Do you require a permit to work in the UK?</b>	<b>Yes      No</b>  (If yes, please give details)

<b>Employment history present/most recent post</b>	
<b>Company Name:</b>	
<b>Contact Name and Role Title:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Contact tel. no. (inc. STD code):</b>	
<b>Email address:</b>	
<b>Job/title:</b>	
<b>Date from/to:</b>	<b>Contract Type:</b>
<b>Salary/Other benefits:</b>	
<b>Major duties/responsibilities:</b>	
<p>* Reason for seeking new position/leaving:</p> <p>Period of notice / date available to start:</p>	

<b>Employment history</b>				
<b>Name and address of employer:</b>	<b>Job/title:</b>	<b>Dates (month/year)</b>	<b>Final Salary:</b>	<b>Reason for leaving:</b>

**Employment history continued/...****Please give details and an explanation of any gaps in your employment history:**

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**(N.B. We retain the right to seek references from all previous employers)****Professional Membership**

Name of professional body:	Grade of membership and whether by examination:	Date:

**Education and Training**

Name and address of institution:	Courses taken/subjects:	Dates (from - to):	Full/ part-time:	Qualifications* /grade:

(\*Proof of qualification may be required.)

## **Relevant Experience**

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position.

**In completing this section please refer to the requirements in the job description/person specification.**

## References

Please give details of two named referees covering the last 5 years of your employment history. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may also be sought from previous employers. References for shortlisted candidates may be taken up before interview unless you request otherwise.

**(i) Current/most recent employer (or alternative referee where not available)**

**Name:**

**Address:**

**Tel. no:**

**Relationship:**

**How long have they known you?**

**May we contact this referee before interview?**

**Yes      No**

**(ii) Other**

**Name:**

**Address:**

**Tel. no:**

**Relationship:**

**How long have they known you?**

**May we contact this referee before interview?**

**Yes      No**

### **Disability Discrimination Act 1995**

The Disability Discrimination Act defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities. If you consider yourself to have a disability (see notes of guidance) and can demonstrate you meet the essential requirements for this post, we will offer you an interview.

**Do you have a disability?**

**Yes**

**No**

Wherever possible and reasonable we will make amendments and offer alternatives to help a person with a disability through the application and selection process. If you require assistance at any stage of the process please contact the Recruitment Team or provide details below:

## Declaration by Applicant

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of employment will be subject to satisfactory references and medical assessment. Any misleading statement or deliberate omission may disqualify my application and lead to instant dismissal.

I consent to the necessary enquiries and checks being undertaken by MCT ReMan Ltd in order to confirm that the information included in this application form is correct, to verify the authenticity of my qualifications and to ascertain my previous working history.

I understand that if I am successful in my application, any information contained in this form together with any obtained in relation to it, will be retained by the Council during the course of my employment and for a reasonable time after the employment ends (pursuant to the Data Protection Act 1998).

**All applicants, please sign** (please note that if you are completing this application electronically, you will be asked to sign the form if you are invited to interview).

**Signature:**

**Date:**

## **Guidance notes for completing your application form**

The following information is designed to assist you in your application for this job.

**Please read carefully.**

### **The application form and short listing procedure**

Applications should be typewritten or completed legibly in black ink to allow for photocopying. In the interests of fairness, all applications must be made on the Company's official application form.

We want to try and ensure that everyone applying for a job with us has a fair chance and the application form is the first stage in the recruitment process which may lead to a possible job offer. It is therefore very important that you complete all sections of the application as clearly and fully as possible. If you have any difficulty in completing this application form or if there is something on the form that you do not understand please contact the Human Resources department who will be happy to help you.

Make sure you return your application form so that we receive it before any specified closing date and time. This would be stated on the advertisement.

### **Job description and person specification**

Every advertised post has a job description and, on occasion, a person specification. The job description outlines the main duties of the job. The person specification sets out the knowledge, skills, qualifications and experience required and provides the criteria against which you will be assessed, our under the section Skills/Experience and Personal Attributes.

We decide who to invite for an interview by comparing what you tell us in your application form with what we have asked for in the person specification. **It is therefore vital that you clearly explain how your skills and experience match the requirements outlined in the person specification.**

On the person specification we list the criteria in two ways:

**Essential** (e.g. the minimum skills, qualifications or experience which you must have in order to do the job) and **Desirable** (these are not essential, but are additional to the minimum requirement to do the job).

In the event that all the applicants meet the **essential** criteria, the selection panel may use the **desirable** criteria to assess and decide which applicants further meet the additional requirements of the job, and should be invited for an interview (or to the next stage as indicated).

## **Completing your application form**

### **Job title and reference number**

Please enter these details on the application form so that we can identify which job you are applying for

### **Employment history**

All experience is valued and we recognise that many people have worked in a variety of situations even if it has not been full time paid employment. Please list any work experience you have which you think would help you in the job for which you are applying, including voluntary work, temporary jobs, part-time or vacation work.

### **Education and training**

Please use this section to provide details of any qualifications or training that you have completed or are currently undertaking. Include any special skills training, day release, or evening classes. You may be asked to provide proof of qualifications and training either at interview, or if you are offered the job.

### **Relevant experience**

This is where you tell us how you meet the selection criteria for the job. Your application will be assessed against the criteria detailed in the person specification. Do not repeat your job history, but look at the specific requirements of the job and provide evidence that you have the skills, abilities and experience to meet those requirements. Give specific examples if possible. The evidence you provide does not necessarily have to be work based - it may be experience you have gained at home raising a family, doing voluntary work or from activities that you do in your spare time.

### **References**

References will be required for all jobs within the Company. Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous / most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Finally, **do not forget** to sign and date your application form. If you send your application form to us electronically, you will be asked to sign it if you are invited to interview.