



## APPLICATION FOR EMPLOYMENT

All information given on this application form is strictly confidential. Lochwynd Ltd is an Equal Opportunities Employer.

**POSITION APPLIED FOR:**

### PERSONAL DETAILS

<b>FULL NAME:</b>		<b>TITLE</b> (Please circle):	Mr / Mrs / Ms / Other:	
<b>ADDRESS:</b>		<b>National Insurance No:</b>		
		<b>HOME TEL. No.:</b>		
<b>POST CODE:</b>		<b>MOBILE TEL. No.:</b>		
<i>Applicants will be required to provide documentary evidence of their right to work in the UK if invited for interview. Do you have the right to work in the United Kingdom?</i>			<b>Yes</b>	<b>NO</b>
<b>If applicable, Permit to Work No.</b> (attach copy)		<b>PASSPORT NO.</b>		

### DRIVER INFORMATION - please attach copy of full Driving Licence - Driver Card & paper copy

Do you have a current driving license?	<b>Yes</b>	<b>NO</b>	<b>Detail Vehicles permitted to drive:</b>	
Can you drive 7.5t or over vehicles?	<b>Yes</b>	<b>NO</b>	<b>Detail Vehicles permitted to drive:</b>	
Have you ever been banned from driving?	<b>Yes</b>	<b>NO</b>	<b>Detail date, reason and length of ban:</b>	

### EMPLOYMENT/ EDUCATION/ TRAINING HISTORY - please attach copies of CV & any Certs

<i>Previous Employer (up to 10 years) - Company Name &amp; Address</i>	<i>Date From</i>	<i>Date To</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
<i>School / College / University</i>	<i>Date From</i>	<i>Date To</i>	<i>Qualification Gained</i>		
<i>Training Courses - Certificates / Qualifications - eg CSCS, NVQ etc</i>	<i>Date Gained</i>	<i>Expiry Date</i>	<i>Certification / Qualification Gained</i>		

# REFERENCES

Please provide 2 references with the full address. Where appropriate one of these should be your current or last employer. References will be taken from your previous employer(s)/school at the Company's discretion. We will not approach your present employer without your permission.

Please tick here if you do not wish your employer to be contacted before an offer of employment is made.

Contact Name:

COMPANY:

ADDRESS:

TEL NO:

Contact Name:

COMPANY:

ADDRESS:

TEL NO:

# SALARY DETAILS

PRESENT SALARY: £ P/Week £ P/Annum

EXPECTED SALARY: £ P/Week £ P/Annum

NOTES:

# EMPLOYMENT DETAILS

1. I am at present in full time employment	Yes		NO		Employed as:
2. I am at present in temporary employment	Yes		NO		Employed as:
3. I am at present self employed	Yes		NO		Employed as:
4. I am not at present in employment	Yes		NO		
5. Amount of notice required to present employer?					
6. 1st available date to start employment:					
7. Please detail any pre-booked holidays dates:					
8. Would working away from home be a problem?	Yes		NO		Detail:
9. Are there any days / times you cannot work?	Yes		NO		Detail:
10. Do you have a criminal record or case pending?	Yes		NO		Detail:

# DECLARATION OF APPLICANT

I confirm the above information is correct.

I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I consent to the Company using and keeping information I have provided on this application as part of the recruitment process and/or personal information supplied by third parties such as referees relating to my application or future employment.

I understand that the information provided will be used to make a decision to regarding my suitability for employment and, if successful, the information will be used to form my personnel record and will be retained for the duration of my employment and is long as is deemed necessary thereafter.

If I am not successful, I understand that the Company will retain the form for as long as is deemed necessary for the purpose of recruitment. The Company may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Applicant Signature:

Date:

# EQUAL OPPORTUNITIES - RECRUITMENT POLICY

Lochwynd Ltd is an Equal Opportunities Employer. Our recruitment policy is to employ the best qualified person and to provide equal opportunities for the advancement of employees, including promotion & training, and not to discriminate against any person because of race, colour, national origin, religion, sex, age, marital status or disability. Please assist us in monitoring our equal opportunities policy by completing the following:

<b>NAME</b>		<b>Position Applied for:</b>	
-------------	--	------------------------------	--

## PERSONAL DETAILS

**SEX:**

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

**MARITAL STATUS**

Married	<input type="checkbox"/>
Single	<input type="checkbox"/>
Widowed	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Other.....	<input type="checkbox"/>

**DEPENDANTS**

Number of Children	<input type="checkbox"/>
Ages: _____	
Other dependants	<input type="checkbox"/>
Details: _____	

**RELIGION (please state)**

\_\_\_\_\_

Do you know anyone currently or previously employed with Lochwynd?

YES  NO

If 'YES', please give the employee's name:

\_\_\_\_\_

Please detail relationship with above person:

\_\_\_\_\_

## ETHNIC ORIGIN

Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

## DISABILITY

Are you registered Disabled?

YES  NO

Please State Disability:

\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT TRAINING INFORMATION

EQUIPMENT OPERATING EXPERIENCE			COURSES / QUALIFICATIONS		
AVO LLR		METROHM E2760		ABRASIVE WHEELS CERT Class 8&9	
28" PED ROLLER		MINI EXCAVATOR		CSCS	
BREAKER		PETROL MIXER		FIRE SAFETY	
CABLE LOCATOR & GENNY		PETROL ROAD SAW		1st AID CERTIFICATE	
CABLEMATE CORE ID/TRACER		STIHL SAW		HEALTH & SAFETY	
COMPRESSOR		TOOL HEATER		NEW ROADS & STREETWORKS	
CORE DRILLER		TRENCH RAMMER		RISK ASSESSMENTS / METHOD STATEMENTS	
DIGITAL LOOP TESTER		TWIN BLADE WALLCHASER		ISO9001 QUALITY MGT	
DRILL/JIGSAW		WATER PUMP		HNC / ONC (detail).....	
DUCT ROD (COBRA)		<b>OTHER:</b>		<b>OTHER:</b>	
FLOOR SAW 35hp/65hp					
FLUKE 77 MULTIMETER					
SKILLS			OTHER EXPERIENCE		
GENERATOR		KERBING		SUPERVISING OTHERS	
HANDBLOWER		BRICK / BLOCKPAVING		TRAINING OTHERS	
HIAB		TACTILE PAVING		STOCK MGT / MOVEMENT/CONTROL	
HOVER MOWER		DRAINAGE		ORDERING MATERIALS/ PO No's/ DEL. NOTES	
INSULATION CONT. TESTER		ASPHALT REINSTATEMENT		JOB NUMBERS/WORKSHEETS	
JCB		SETTING OUT		INCIDENT/ACCIDENT REPORTING	
MEASURING WHEEL		TRAFFIC MANAGEMENT		VEHICLE TACOGRAPHS	
MEGGER BM200/206				MILEAGE RECORDING	
<b>OTHER:</b>		<b>OTHER:</b>		<b>OTHER:</b>	

**APPLICANT TRAINING INFORMATION**

**GENERAL EXPERIENCE / EQUIPMENT OPERATING EXPERIENCE**

<b>MICROSOFT OFFICE:</b>		<b>MANUAL ACCOUNTS</b>		<b>MINI SWITCHBOARD</b>	
MS WORD		PURCHASE LEDGER		FAX	
MS EXCEL		SALES LEDGER		PHOTOCOPIER / SCANNER	
MS ACCESS		INVOICING		MODEM	
MS POWERPOINT		BANKING		SHORTHAND	
MS PUBLISHER		CREDIT CONTROL		TYPING	
MS OUTLOOK		CHQ/BACS PAYMENTS		MINUTE TAKING	
<b>OTHER:</b>		PETTY CASH		ELECTRONIC DIARY	
		SUBSISTENCE		<b>ISO9001 / QUALITY MGT</b>	
		CREDIT CARD RECONCILIATION		INTERNAL QUALITY AUDITS	
		ACCOUNT RECONCILIATION		<b>OHSAS 18001 / HEALTH &amp; SAFETY</b>	
<b>CONTRACTS PACKAGES</b>		MONTH END TO TRIAL BALANCE		FIRST AID	
DTP (name): _____		BANK RECONCILIATION		RISK ASSESSMENT/COSSH/RIDDOR	
ESTIMATING PACKAGES		MANAGEMENT REPORTS		METHOD STATEMENTS	
AUTOCAD		VAT RETURNS			
CAD (name): _____		<b>STOCK CONTROL (COMP)</b>		<b>COURSES / QUALIFICATIONS</b>	
PROGRAMMING (name): _____		STOCK CONTROL (MANUAL)		HAUC / NRASWA / CSCS _____	
		STOCK RECONCILIATION		HNC / ONC (detail) _____	
STATISTICAL REPORTING		<b>VEHICLE TACOGRAPHS</b>		Degree (detail) _____	
		MILEAGE RECORDING		<b>OTHER</b>	
<b>ACCOUNTS PACKAGES</b>		VEHICLE HIRE			
SAGE LINE 50 ACCOUNTS		VEHICLE INSURANCE CLAIMS		<b>OTHER EXPERIENCE</b>	
SAGE PAYROLL		VEHICLE SERVICE/REPAIRS		SUPERVISING OTHERS	
<b>OTHER:</b>		<b>OTHER:</b>		TRAINING OTHERS	
				<b>OTHER:</b>	