Employment Application Form

Please complete and return to:
HR Department ▸ Ashtead Plant Hire Co Ltd ▸ 102 Dalton Avenue ▸ Birchwood Park ▸ Warrington ▸ WA3 6YE
The information completed on this form will be treated as strictly confidential.

Recruitment Monitoring

CAN Ref:

Position Applying For/Reference: _____

How did you hear about this vacancy? _____

Personal Information

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ _____ **(Please tick box)**

First Name: _____ Surname: _____

Address: _____

_____ Postcode: _____

Home Phone Number: _____

Work Phone Number: _____ Mobile Phone Number: _____

E-mail Address: _____

National Insurance Number: _____

Nationality: _____

Are you willing to relocate within the UK? Yes ☐ No ☐ **(Please tick box)**

If yes, please indicate areas of particular preference: _____

Have you worked for Ashtead Plant Hire Co Ltd before? Yes ☐ No ☐ **(Please tick box)**

What is your salary expectation for this role? £ _____

What is your notice period/availability? _____

How many days sick have you taken within the last 2 years? _____

Reason: _____

Please give details of any special requirements for which we would need to make reasonable adjustments to our recruitment process or to allow you to fulfil the duties of this post: _____

Current Employment

Job Title: _____

Employer's Name: _____

Employer's Address: _____

_____ Postcode: _____

Start Date: _____

Current Salary/Package: £ _____

Reason/s for seeking alternative employment: _____

Please provide details of your main role, responsibilities and achievements: _____

Employment History

Please show most recent position first and include any gaps in your employment history.
You may continue on a separate sheet if necessary.

Employer's Name & Address	Job Title	Overview of Role/Responsibilities & Reason for Leaving

Education & Training Details

Secondary Education Name & Address of School/s	**Qualifications Achieved**
Further Education Name & Address of College/University	**Qualifications Achieved**
Other Training Courses/ Professional Qualifications	**Qualifications Achieved** (Where Appropriate)

Why are you applying for this position?

Use this section to provide details of why you think your skills and experience are relevant to this position.
Continue on a separate sheet if necessary:

Employment References

Please complete the relevant information below. You should not name relatives as referees and at least one referee should be a current/recent employer. **Please tick the following box if you do not wish your referees to be contacted before interview.** ☐

Reference 1

Name:

Relationship to applicant/Position:

Company:

Address:

Postcode:

Telephone:

E-mail:

Reference 2

Name:

Relationship to applicant/Position:

Company:

Address:

Postcode:

Telephone:

E-mail:

Next of Kin

Name:

Relationship: Contact Number/s:

Address (If different from your personal details):

Postcode:

Driver Information

Do you hold a current valid driving licence? Yes ☐ No ☐ **(Please tick box)**

If yes, please state type of driving licence held:

Do you hold any endorsements on your current licence? Yes ☐ No ☐ N/A ☐ **(Please tick box)**

Rehabilitation of Offenders Act 1974

A criminal record will not necessarily exclude you from employment.

Do you have any unspent criminal convictions, within the terms of the Rehabilitation of Offenders Act (1974)?

Yes ☐ No ☐ **(Please tick box)** If you have answered yes, further details will be requested from you.

Employment Eligibility - All Candidates Must Complete this Section

It is a requirement of the Asylum and Immigration Act 1996 that all successful candidates must provide the Company with confirmation of their eligibility to work in the UK. Please indicate which of the following documents you can provide to prove you have the right to work in the UK:

(Please tick box)

- ☐ Passport
- ☐ UK Birth Certificate or certificate of registration or naturalisation as a British citizen
- ☐ Document from a past employer or Government Agency, which contains a NI Number
- ☐ Home Office or Department of Education & Employment letter confirming eligibility to work in the UK
- ☐ Other Please state:

Declaration

I can confirm, to the best of my knowledge, all statements contained within this form are true and correct. I understand that should I conceal any material fact, if engaged in employment with the Company, my contract of employment will be terminated. I understand that all offers of employment are conditional based on satisfactory references being attained and that I shall have to provide documentary evidence of my eligibility to work in the UK.

Signed:

Date:

It is Company Policy to keep details on file for consideration for up to six months. After this period should you wish to be reconsidered for any opportunities please indicate this in writing and we will retain your details on file for further consideration. This is in addition to the Company complying with its obligations and duties under the Data Protection Act 1998.

Thank you for your interest in A-Plant and for your application of employment.

HR Department Use Only

Received: Acknowledged:

- ☐ EOM Completed
- ☐ References Collected
- ☐ AIA Documents

Comments:

Our Commitment to
Equal Opportunities

Ashtead Plant Hire Co Ltd is committed to being an Equal Opportunities employer. We aim to ensure that no discrimination occurs on the grounds of gender, colour, race, nationality, marital status, religion or belief, sexual orientation, disability or age. To help us monitor the effectiveness of our policy, please complete the details below.

The information you provide is strictly confidential and will have no bearing on the application process or our recruitment decision.

Please tick the appropriate boxes:

Gender

Male ☐
Female ☐
If you are currently undergoing the process of gender reassignment, please tick your future gender.

Ethnic Origin - White

British ☐
Irish ☐
Other* ☐

Mixed

White & Black Caribbean ☐
White & Black African ☐
White & Asian ☐
Other Mixed* ☐

Black or Black British

African ☐
Caribbean ☐
Black - Other* ☐

Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Asian – Other* ☐

Chinese or Other Ethnic Group

Chinese ☐
Other* ☐

*Other Ethnic Background
Please specify

Marital Status

- Single ☐
- Married ☐
- Living with Partner ☐
- Divorced ☐
- Widowed ☐

Age

- 16 – 24 ☐
- 25 – 29 ☐
- 30 – 39 ☐
- 40 – 49 ☐
- 50 – 59 ☐
- 60+ ☐

Disability

The Disability Discrimination Act 1995 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." An effect is long-term if it has lasted, or is likely to last, over 12 months.

Do you consider yourself to have a disability under the DDA?

(Please tick box)

- Yes ☐
- No ☐

If yes, please give brief details of your disability, including whether mental or physical:

Sexual Orientation

- Heterosexual ☐
- Gay ☐
- Lesbian ☐
- Bisexual ☐
- Other ☐
- Prefer not to say ☐

Religion

How would you describe your religion?
My religion is:

- I am not religious ☐
- Prefer not to say ☐

Position Applying for:

PLANT