# 

Audience Upholstery Ltd,

Unit 11 Sandown Centre,

White Horse Business Park,

Trowbridge,

Wiltshire,

BA14 0XD.

E-mail: jobs@audiencesystems.com

## Confidential when complete

## Application Form

**Position Applied For:**

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

# **Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname | First names (in full) | |
| Any names previously used (including maiden name) | Preferred name | (Mr/Mrs/Miss/Ms) |
| Current address:  Postcode: | Telephone numbers:  Home:  Mobile:  Business:  E-mail address: | |

|  |  |
| --- | --- |
| National Insurance Number |  |
| Are you eligible for employment in the UK?\* YES/NO  (\* evidence will be required during the recruitment process) | Do you require a work permit to work in the UK  YES/NO  If Yes, please indicate type of permit  Please provide permit no. and expiry date |

**Employment**

|  |
| --- |
| Are you looking for full or part time work? |
| When are you available to start work? |
| What are your salary / pay expectations? |
| How did you hear about the vacancy at Audience Upholstery Ltd? eg Name of publication, website, word of mouth? |
| Have you previously worked for Audience Upholstery Ltd or Audience Systems Ltd*?* YES/NO  *If yes, please give details* |

**Education**

Please list any relevant education, giving as much detail as possible. Please use the attached continuation sheet if necessary.

|  |  |  |
| --- | --- | --- |
| Name and Location of Secondary School/  College/University/  Training Provider | Course name or Subject | Examination passed / qualification obtained |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

|  |
| --- |
| Part-time, short courses, work-based training/qualifications (eg forklift). Include membership of professional bodies |

**Convictions**

|  |  |  |
| --- | --- | --- |
| Details of any convictions (declaration subject to the Rehabilitation of Offenders Act) | | |
| Date | Nature of Offence | Penalty |
| **Interview** | | |
| Are there any adjustments that may be required to be made should you be invited for interview? If so, please state here so that we can make arrangements to accommodate you:  . | | |

|  |  |
| --- | --- |
| Do you have a current driving licence? YES/NO  Do you have regular access to a vehicle?  Do you have any endorsements on your driving licence? YES/NO  *If yes, please give details below and indicate when the offence expires* | Do you have any specialist licences? YES/NO  *If yes,* *please give details* |

**Work History**

Please give details of your present and past employment, listing your most recent employer first, ensuring that all periods of time are accounted for, and any gaps in employment explained. Please attach a continuation sheet if necessary.

|  |  |  |
| --- | --- | --- |
| From: \_\_/\_\_/\_\_\_\_ To: \_\_/\_\_/\_\_\_\_  Job title:  Salary / pay rate:  Reason for leaving:  Name of manager:  Title of manager: | Company name and address (inc. postcode):    Telephone number:  Fax number: | |
| Please give a brief description of duties, key responsibilities and achievements: | | |
| From: \_\_/\_\_/\_\_\_\_ To: \_\_/\_\_/\_\_\_\_  Job title:  Salary / pay rate:  Reason for leaving:  Name of manager:  Title of manager: | Company name and address (inc. postcode):    Telephone number:  Fax number: | |
| Please give a brief description of duties, key responsibilities and achievements: | | |
| From: \_\_/\_\_/\_\_\_\_ To: \_\_/\_\_/\_\_\_\_  Job title:  Salary / pay rate:  Reason for leaving:  Name of manager:  Title of manager: | | Company name and address (inc. postcode):    Telephone number:  Fax number: |
| Please give a brief description of duties, key responsibilities and achievements: | | |

**Further Information**

|  |
| --- |
| Please give your reasons for applying and provide a general statement about which skills, knowledge and experience to date are relevant to the position for which you are applying. You may wish to mention experience gained at work or in a voluntary capacity, details of special training undertaken or any other interests you may feel are relevant to your application. Please continue on a separate sheet if necessary. |
| Please outline any activities and interests you have outside of work. |

**References**

Please give the details of two people to whom application for reference may be made. At least one must be someone who knows you in a work–related capacity, normally your most recent employer.  ***References will be taken up at second stage interview or at an offer of employment.***

|  |  |
| --- | --- |
| Name  Address (inc. postcode) | Telephone number  Fax number  Email  Capacity in which this person knows you: |
| Name  Address (inc. postcode) | Telephone number  Fax number  Email  Capacity in which this person knows you : |

**Data Protection**

|  |
| --- |
| The information that you provide on this form, and that obtained from other relevant sources will be used to process your application for employment. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us, including payroll processing via a third party. We may check the information collected with third parties, or against other information held by us. We may also use or pass to certain third parties information to prevent or detect a crime, to protect public funds for other means permitted by law.  By signing this application form, you are agreeing to the processing of sensitive personal data in accordance with the General Data Protection Regulation 2018. It is Audience Upholstery Ltd’s policy to delete / destroy all personal records gathered during the recruitment process 6 months after the relevant role has been filled. |
| **Declaration** |
| I certify that all my replies are true and correct to the best of my knowledge and belief. I understand that if knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of employment.  Signature: ………………………………………………………. Date:……………………………………… |