

# JOB APPLICATION FORM



For photocopying purposes it is essential that applications are typed or completed in black ink. Completed applications should be returned in good time before the closing date, as applications received after this date cannot be considered due to timetabling of interview dates.

All applications should be returned to Barry Lea at Guardian House, Stroudley Road, Basingstoke, RG24 8NL. This form is also interactive and can be completed digitally - once saved it should be sent to [bgl@advancedengineering.co.uk](mailto:bgl@advancedengineering.co.uk). It is acceptable to send a CV with your application form but CVs will not be accepted without a completed application form.

Application for the post of:

At the Company:      Advanced Engineering Ltd          Comfort Building Services Ltd   

Where did you first see the job vacancy?

If you first saw the vacancy on a website, please indicate the name of the site.

First Name(s): (BLOCK CAPITALS)

Preferred Title:

Last Name: (BLOCK CAPITALS) (eg. Mr/Ms/Mrs/Miss/Dr)

Address for Correspondence: (BLOCK CAPITALS)

Postcode:

E-mail Address:

Telephone number: (Daytime)

Telephone number: (Evening/Mobile)

Do you hold a full UK Driving License?    YES  NO

Please give details of any current endorsements

*(In accordance with the Age Regulations (2006) the Group has stipulated a normal retirement age of 65. As such we will not normally consider applications from candidates who are aged 65 or over or who will reach the normal retirement age within 6 months of applying for a post).*

Are you over the normal retirement age or within 6 months of reaching it?    YES  NO

Do you require a work permit to take up this appointment?    YES  NO

**Secondary Education**

School	From	To	Qualifications gained stating subjects, grades and dates

**Further/Higher Education**

(include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University/College	From	To	Full or Part-Time	Qualifications and classifications of degree (if applicable). State also if Honours or Ordinary and give dates awarded. Also include any other awards.

**Vocational Skills**

Details of other vocational or technical courses and qualifications, not included above, along with any apprenticeship/training in a trade or profession and dates

Location	From	To	Skills gained

**Professional qualifications (include grade of membership and date of award)**

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**Employment**

Please give details of all previous employment starting with your present (or most recent) employer. You may wish to include in the statement of support of your application a brief summary of your main duties and responsibilities.

**Present/most recent employment**

Dates From/To	Employer's Name, Address and Nature of Business	Job Title	Reason for leaving / wishing to leave

Notice Period required.....

Please state current salary or most recent salary if not currently employed.....

**Previous Employment**

Dates From/To	Employer's Name, Address and Nature of Business	Job Title & Leaving Salary	Reason for leaving / wishing to leave

## ORIENTATION

How would you describe your attitude to your work?

What makes you feel you are suitable for this job?

What would you like to achieve from your career?

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## DISABILITY

Definition: The Disability Discrimination Act 1995 defines a disabled person as one who has a physical or mental impairment which has a substantial and long term adverse effect on his/her abilities to carry out normal day to day activities.

Do you have a disability?      YES  NO

If yes, what is the nature of your disability:

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Are you colour blind?      YES  NO

Do you have any difficulty lifting?      YES  NO

*(Many activities within the group require colour critical identification)*

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Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer. We will not contact your referees without your permission.

	Referee 1	Referee 2
Name		
Position		
Tel No		
E-Mail Address		
Address		

Please note that when we contact referees we will request information on your attendance and health record over the last two years.

### CRIMINAL CONVICTIONS

Please give details below of any unspent criminal convictions. Under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared. This information is required to enable the Group to assess whether the conviction(s) presents grounds for not taking your application further.

Where we consider that the conviction(s) is not relevant to your application, we will disregard it.

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The contents of this form are confidential. If you are successful it will form the basis of records held by the Company.

I confirm that to the best of my knowledge the details given on this form are correct. I understand that in the event of my being offered employment with the Company, any proven falsification, or concealment of any material fact in respect of my application may lead to the Company withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced. I also consent to the Company contacting my present and/or previous employer or work experience provider for a reference.

Signature..... Date.....

**If you receive no further communication within six weeks you may assume that you have been unsuccessful on this occasion, in which case may we take this opportunity to thank you for your interest in the post.**

*The Sterling Ltd Group of Companies is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by the Group should ensure that individuals are selected only on the basis of their relevant merits, aptitude, attitude and abilities.*