

H S Harbon & Sons Ltd

Established 1951
Registered Office & Works
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ELECTRICAL DESIGN, INSTALLATION, MAINTENANCE, TEST & INSPECTION, VOICE & DATA NETWORKS

JOB APPLICATION FORM

Post applied for

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Personal Details

Surname:	National Insurance no:
Initial(s):	Home tel. no:
Address:	Work tel. no:
County:	E-Mail address:
Postcode:	

Do you have a current driving licence? **YES** **NO**
(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? **YES** **NO**
If YES, indicate here if you are aware of any adjustments that the company could make to help you apply for or carry out the job:

Continue on separate sheet if required

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EDUCATIONAL QUALIFICATIONS AND TRAINING

Secondary education (CSE, GCE, GCSE, RSA, A Levels etc)

Examination	Level	Subject(s)	Grade

Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)

Institution	Full or Pt. Time	Qualification	Subject	Pass level or Grade

Other relevant qualifications including membership of professional bodies:

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Relevant training and personal development

Examples could include: short courses, skills training, external awards/activities, etc. (state who provided training and duration)

CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title: Current/latest salary and any benefits: Weekly hours
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name: Address: Tel. no: E-Mail address: Relationship: Organisation (if applicable):	Name: Address: Tel. no: E-Mail address: Relationship: Organisation (if applicable):
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May we contact them if we decide to invite you for interview?			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(If NO, we will contact you for permission before requesting references)			

The information requested on this page may be provided on a separate sheet if preferred

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Job title/role with brief indication of main duties and responsibilities	Reason for leaving

Continue on separate sheet if required

ADDITIONAL INFORMATION

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Continue on a separate sheet if necessary

You must complete all sections on this page

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Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

Details of criminal convictions:

Please state NONE if appropriate.
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Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.)

Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>
If you already have a work permit, please give the expiry date:

DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:	Date:
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