

## APPLICATION FOR EMPLOYMENT

*If you have a visual impairment or you find the application form difficult to fill in, please let us know and we will provide a large print version of the form or assist you in its completion.*

You must fill in this form to apply for employment. We do not accept CVs.  
We will reject anyone who tries to influence another employee to give them employment.

*Should you wish to give more detail in any section, please use an additional piece of paper and securely attach to the back of this document.*

Please fill in this form in type or black ink.

**We actively encourage applications from all sections of the community.**

The post you are applying for .....

Where did you see the post advertised? .....

### 1. PERSONAL DETAILS

Address & postcode	First Names	
	Surname	
	Home Telephone N <sup>o</sup>	Business Telephone N <sup>o</sup>
	Mobile N <sup>o</sup>	Email Address

### 2. DISABILITY

The following questions are asked purely to enable the Company to make any reasonable adjustments as may be necessary to allow any and all persons to more easily attend an interview and to participate in comfort.

1. Are you Registered Disabled? Yes  No
2. If "Yes" do you have a Registered Disabled Number? Yes  No
3. If the answer to the question "Are you Registered as Disabled?" is "No", do you consider yourself to be disabled? Yes  No

In either case, please briefly describe your disability :- .....

.....  
.....

4. Can we make any reasonable adjustments to enable you to more easily attend and comfortably participate in an interview with us? For example, if there are forms to be completed, do you need assistance with this? If you have difficulties with your hearing, do you need assistance etc?

Please advise what reasonable adjustments you believe we may be able to make with regard to this in the following space:-

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**3. YOUR CURRENT EMPLOYER**

Name	
Address & postcode	Type of Business
Job Title	Responsible To
Date you started current job .....	What is your reason for applying for this post?
Date your employment ended (if applicable) .....	
How much notice do you need to give? .....	
Please give a brief description of your duties.	

**4. EDUCATION, TRAINING & QUALIFICATIONS**

Please give the name of the school, college or university that you went to	Examination qualifications achieved (O Levels, A Levels, GCSEs, NVQs, degrees, apprenticeships)

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<b>5. RELEVANT TRAINING COURSES</b>	
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<b>Please give the name of the organising body</b>	<b>Please give details of the course you took / qualification achieved</b>

**6. PREVIOUS EMPLOYERS (start with your most recent)**

Employer	Job Title	Duration of Appointment (eg 2 years)

**7. EXPERIENCE**

Please give details of experience and any other information to support your application for this particular role, where appropriate (if more space is required, please use an additional piece of paper). If you are a school/college/university leaver please give information of life experiences etc.

Do you have a driving licence?

Yes

No

What type of driving licence do you have (for example, HGV, LGV, and so on)?

Have you been convicted of any driving offences or are you waiting to be convicted?

Yes

No

Do you have any points on your licence

Yes

No

If yes, how many? .....

Please give details of your interests and hobbies.

**REFERENCES**

Please give the names and addresses of two referees. Include your present or last employer (or head teacher if you have just left school). We cannot accept references from relatives.

WORK

Name.....

Address .....

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What position do they hold? .....

Telephone N° .....

Email .....

PERSONAL

Name .....

Address .....

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What position do they hold? .....

Telephone N° .....

Email .....

We will normally approach both your referees if you are subsequently offered a position with the Company

Please give the dates **when you are not** available for an interview.

**DECLARATION**

I confirm that the answers I have given above are true, correct and complete to the best of my knowledge.

I understand that if I am offered a role with Knott-Avonride Limited, it will be a condition of the offer that I will be required to complete and return an Employment Health Questionnaire which will be sent with any offer letter. I also understand that, following completion of the Employment Health Questionnaire, I may be required to undergo a medical examination so that a medical report can be prepared as to my medical fitness and ability to carry out any role I may have been offered.

**I fully understand that if at a later date it is discovered I have knowingly withheld or misrepresented any information it could lead to any employment offer being withdrawn or, where employment has commenced, to disciplinary action being taken against me which could include my employment being terminated.**

Signature : .....

Date .....

Print Name : .....

Please return this form marked Private & Confidential to:

The Personnel Department  
Knott-Avonride Ltd  
Europa House  
Second Avenue, Centrum 100  
Burton Upon Trent  
Staffordshire DE14 2WF

Tel : 01283 531541  
Fax : 01283 534840  
Website : www.knottuk.com

**ALL INFORMATION GIVEN ON THIS FORM WILL BE TREATED AS STRICTLY CONFIDENTIAL.**

We will keep it in our secure data files and will only reveal it for payroll, personnel administration and statistical purposes or where required to do so by law.

**Knott-Avonride Limited is an Equal Opportunities Employer**