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| Post Applied for: |       |
| Company: |  |
| Location: |  |

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| *The Owen Pugh Group is committed to providing equal opportunities in employment and demonstrating that we value the diversity of our workforce. We will treat everyone equally irrespective of age, disability, ethnic or national origins, race or colour, marital status, religious or political beliefs, gender, sexual orientation, membership or non-membership of a Trade Union. The information you supply on this form will be treated in confidence.* |

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| **1.0** | **PERSONAL DETAILS** |

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| Surname: |       | **Forename(s):** |       |

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| Address: |       |
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| Postcode: |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No: |   |   |   |   |   |   |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No:** |       | **Mobile Telephone No:** |       |

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| --- | --- |
| **E-mail address:** |       |

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| Are you legally entitled to work in the UK? (please tick as appropriate) | Yes | [ ]  | No | [ ]  |
| *In line with the Asylum & Immigration Act 1996 you will be asked to provide evidence of your right to work in the UK.* |

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| **Driving Licence:** Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

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| HGV Details: | Class of Licence:       | **Plant Licence:** | CPCS No:       |
| *You will be asked to provide a copy of all cards and licences held.* |

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| Have you ever been convicted of a criminal offence? | Yes | [ ]  | No | [ ]  |
| **If yes, please provide details of all convictions, cautions and reprimands on a separate sheet.** |
| *Please note that having a criminal record will not necessarily prevent you from working with us.* |

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| Have you previously worked for, or applied to, the Owen Pugh Group | Yes | [ ]  | No | [ ]  |
| **If yes, please provide details of previous employment or applications on a separate sheet.** |

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| **2.0** | **EDUCATION DETAILS** |

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| Please provide details of all qualifications obtained from Schools, Colleges and Universities. Please list the highest qualification in each section first.*As part of the recruitment process you will be required to provide evidence of your qualifications at interview stage* |

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| **SECONDARY EDUCATION** |
| **Name of School / Academy** | **Subject** | **Qualification / Grade Obtained** | **Year Obtained** |
|       |       |       |       |
|       |       |       |       |
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| **FURTHER / HIGHER EDUCATION** |
| **Name of College / University** | **Course** | **Qualification / Grade Obtained** | **Date Obtained** |
|       |       |       |       |
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| **TECHNICAL OR PROFESSIONAL MEMBERSHIPS** |
| **Institute** | **Grade of Membership** | **Date Obtained** |
|       |       |       |
|       |       |       |
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| **3.0** | **CURRENT EMPLOYMENT DETAILS** |

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| Please provide details of your current employment. If you are currently unemployed please provide details of your most recent post. |

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| Job Title: |       | **Employer:** |       |

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| Address: |       |
|  |       |
|  |       |

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| --- | --- |
| Postcode: |       |

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| --- | --- | --- | --- |
| Date From: |       | **Date To:** |       |

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| --- | --- | --- | --- |
| Notice Period: |       | **Salary:** |       |

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| Please provide details of your employer’s type of business and your main duties and responsibilities. Continue on a separate sheet if necessary. |
|       |

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| --- | --- |
| Reason for Leaving: |       |
| **4.0** | **PREVIOUS EMPLOYMENT DETAILS** |

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| Please provide details of your previous employment over the last 10 years. Please list the most recent employer first. Continue on a separate sheet if necessary. |

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| Name of Employer: |       |

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| Address: |       |
|  |       | Postcode |       |

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| Date From: |       | **Date To:** |       |

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| **Position Held and Summary of Duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |

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| --- | --- |
| Name of Employer: |       |

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| Address: |       |
|  |       | Postcode |       |

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| Date From: |       | **Date To:** |       |

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| **Position Held and Summary of Duties:** |
|       |

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| **Reason for leaving:** |       |

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| --- | --- |
| Name of Employer: |       |

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| Address: |       |
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| Date From: |       | **Date To:** |       |

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| **Position Held and Summary of Duties:** |
|       |

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| **Reason for leaving:** |       |

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| **5.0** | **TRAINING AND DEVELOPMENT** |

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| Please provide details of any training and development courses you have attended which support your application. Please include any on the job training as well as formal courses. Continue on a separate sheet if necessary. |

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| **Training Course Attended** | **Duration of Course** | **Date Attended** |
|       |       |       |
|       |       |       |
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| **6.0** | **PERSONAL STATEMENT** |

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| **Please use this section to tell us about your skills and experience and the reasons why you think that this role would be suited to you. Continue on a separate sheet if necessary** |
|       |

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| **7.0** | **REFERENCES** |

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). Referees will not be contacted without your prior agreement. |

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| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position: |       | **Position:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |       | **Organisation:** |       |

|  |  |  |  |
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| Address: |       | **Address:** |       |
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|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| --- | --- | --- | --- |
| Telephone No: |       | **Telephone No:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |       | **E-mail:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Relationship to you: |       | **Relationship to you:** |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  | Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  |

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| **8.0** | **PERSONAL DECLARATION** |

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| --- |
| **I confirm that to the best of my knowledge the information given by me on this application form is complete and accurate.** **I agree that the details I have given can be held on record by the Company for the purpose of recruitment and administration and that access to this information will be protected by the Company from deliberate improper access or use.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |       |
|  |

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| --- |
| **Once complete, please return your Application for Employment to:**hr@owenpugh.com or HR Department, Owen Pugh Group, Cramlington Road, Dudley, Northumberland, NE23 7PR |