



Position applied for

North Midland Construction Job Application Form

THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN CONFIDENCE

Please complete this form fully using black ink or type.

Applications received after specified closing dates will not normally be considered.

Section 1 – Personal Details

Last Name:

First Name(s):

Address:

Postcode:

Home telephone no:

Mobile telephone no:

E-mail address:

National Insurance no:

Do you need a work permit for permanent employment in the UK?

Yes

No

Do you need a Workers Registration Scheme?

Yes

No

(Note: we will require proof of this before an offer of employment can be confirmed – e.g. Birth Certificate and/or any other appropriate documentation required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996)

Do you hold a full UK driving license?

Yes

No

If yes, do you have your own vehicle?

Yes

No

Have you previously been employed by this company?

Yes

No

If yes please give details:



Section 2 – Present Employment *(if unemployed give details of last employer)*

Name of Employer:

Address:

Postcode:

Present post:

Date of appointment:

Salary & Benefits:

Brief description of duties:

Continue on a separate sheet if necessary

Notice required:

or Last day of service:

Reason for leaving:

Section 3 – Previous employment

Name of Employer (1):

Position held:

Dates from:

Dates to:

Summary of duties:

Reason for leaving:

Name of Employer (2):

Position held:

Dates from: Dates to:

Summary of duties:

Reason for leaving:

Name of Employer (3):

Position held:

Dates from: Dates to:

Summary of duties:

Reason for leaving:

Name of Employer (4):

Position held:

Dates from: Dates to:

Summary of duties:

Reason for leaving:

Name of Employer (5):

Position held:

Dates from: Dates to:

Summary of duties:

Reason for leaving:

Section 4 – Education & Professional Qualifications

College or University	Course	Qualifications & Grades obtained

School	Subjects	Qualifications & Grades obtained

Professional / Technical / Management Qualifications	Course details

Membership of any Professional / Technical Associations:
(please state level of membership)

Section 5 – Training & Development

Please give details of any training and development courses or non-qualification courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Section 6 – Personal Statement

Please use this section to explain in detail the relevant skills, knowledge and experience you could bring to the post. (continue on a separate sheet if necessary)

Section 7 – References

Please give the names and addresses of your two most recent employers. If you have not previously been employed then Head Teachers, Lecturers or other persons who are able to properly comment on your educational background and/or personal qualities are acceptable as referees. In each case please clearly outline who your referees are.

Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Company name:	<input type="text"/>	Company name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Section 8 – Health

Prior to formal appointment, applicants may be required to complete a confidential statement of medical history and may be required to undergo a medical examination.

Number of days sickness absence in last 2 years:

Please disclose any health issues that may affect your ability to do this job:

Section 9 – Declaration

Internal applicant

External applicant

Please state where you saw this post advertised:

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge and believe
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I understand that should my application be successful and it be discovered subsequently that the information has been falsified then disciplinary action may include dismissal from the post.

Signed:

Date:

Candidates selected for interview will normally be notified within four weeks of submission / the closing date. Unfortunately, applicants who do not hear from North Midland Construction within this time must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

North Midland Construction undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

Section 10 – Returning this Form

Post marked Private & Confidential

Group Recruitment Manager
North Midland Construction PLC
Nunn Close
The County Estate
Huthwaite
Nottinghamshire
NG17 2HW

E-mail

karen.mcmain@northmid.co.uk

Enquiries

Telephone: 01623 515008
Direct Fax: 01623 518182

Section 11 – Recruitment Appeals Procedures

If you consider that you have been discriminated against during recruitment because of your race, colour, sex, disability, age or sexual orientation then send full details, within 14 days of the alleged act being discovered, marked Private & Confidential to the Group HR Manager. Please state the grounds on which it is considered that the discrimination has occurred.

Section 12 – Recruitment Monitoring Form

North Midland Construction PLC Group of Companies are committed to the development of positive policies to promote equal opportunities in employment for all people, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, marital status, age or sexual orientation. The commitment will apply to recruitment and selection practices, training, promotion and in the application of national and local agreements in respect of pay and conditions of services.

One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against and responsibilities also lie with all employees involved in recruitment, selection, promotion and transfer of our employees.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are asked to complete the section below.

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the HR department purely for monitoring purposes.

Position applied for

Sex

Male Female

Date of Birth

Ethnic Origin *(please tick as appropriate)*

White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other*	<input type="checkbox"/>		
Black	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other*	<input type="checkbox"/>		
Black/Asian	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other*	<input type="checkbox"/>
Mixed	White & Black African	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Other*	<input type="checkbox"/>		
Other	Chinese	<input type="checkbox"/>	Other*	<input type="checkbox"/>				

* Please specify:

Disability

Do you consider yourself disabled? Yes No

If yes please state nature of disability:

Do you require any help or assistance with travel to attend an interview? Yes No

If yes please give details: