

APPLICATION FOR EMPLOYMENT

Post applied for / Ref		HR Ref
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Important: Please read the guidance notes provided with this Application Form *before completion*

EDUCATION & QUALIFICATIONS

School / Further Education / Apprenticeship	Subject / Level	Grade / Results	Year Achieved

TRAINING & SKILLS ATTAINED

Please outline any training courses attended (with dates) and any specific skills / experience developed in or outside of work, such as FLT licence, voluntary work, memberships, which you feel may be relevant to your application (eg skills, courses, memberships)

Continue on a separate sheet if necessary

(a)

APPLICATION MONITORING

The company is committed to promoting equal opportunities in employment, especially in recruitment and selection. You are asked to provide the following information so that the Company can ensure application of its Equal Opportunity policy.

This form will be detached prior to your application being considered so that any information contained in it is not identified with you personally and will not affect your application. We thank you for your cooperation in completing this form, which will be held in strictest confidence.

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PERSONAL INFORMATION

Surname		Title (Mr/Mrs etc)		Forename (s)	
Home Address				Home Telephone Number	
				Daytime Telephone Number <small>*May we contact you at work/during the day?</small>	Yes <input type="checkbox"/>
Post Code				Date of Birth	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		How would you travel to work?		
Do you require a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	National Insurance (NI) No.*		
*Bluestar can only consider applications from people who may lawfully work in the UK.					
Please detail below if you currently have a skin condition which has or may cause you difficulties working in proximity to chemicals (this may affect which areas of the factory would be suitable for employment).					

Please return your completed monitoring form, along with your application form to:

Human Resources
 Bluestar Fibres Ltd
 PO Box 24
 Moody Lane
 Grimsby
 North East Lincolnshire DN31 2SS
 or email to grimsby.hr@bluestarfibres.com
www.bluestarfibres.com

(b)

GUIDANCE NOTES FOR APPLICANTS

General	<p>The information supplied on this form will be used to make an initial assessment of your suitability for employment with the Company and also for our records in the event of you being offered and accepting employment.</p> <p>This form is designed to apply to a range of appointments and some of the questions may not be applicable to you. However, we would ask your co-operation by completing the form as fully as possible. A CV may also be submitted <u>in addition</u> to completing the form.</p> <p>If you require more space to complete any section, please continue on a separate sheet where necessary.</p>
Personal Details	<p>It is important that you complete this section accurately and in full, as the information requested is required to process your application. A daytime telephone number is most useful as it will enable us to contact you to discuss details of the interview process should you be shortlisted.</p>
Education and Qualifications	<p>Please do not send originals or copies of your qualifications with this application form. Successful candidates will be asked to show evidence of their qualifications at interview or upon appointment.</p>
Training & Skills attained	<p>Please demonstrate any skills you have acquired either through formal training companies or through self-learning or via work roles.</p>
Current / Most Recent Employment	<p>If your last or present job is not the most relevant to your application, please highlight the job you feel is most relevant.</p>
Declaration	<p>Please read over your application form when completed before signing the declaration.</p>
Health	<p>You will be required to attend an employment medical examination by the Company's Occupational Health provider once an appointment has been offered.</p>
Disability	<p>The company is committed to fulfil its responsibility in providing assistance at interview and to consider what reasonable adjustments could be made in the workplace. If you believe that this applies to you, and are successful in being shortlisted, please inform us then in order that appropriate arrangements can be made.</p>
References	<p>Reference details are requested at interview stage and dealt with at a later stage of the recruitment process, when successful applicants will be asked whether we may contact their named referees. Any offer of employment will be subject to the receipt of references satisfactory to the Company.</p>
Rehabilitation of Offenders Act 1974	<p>Candidates for certain posts will be expected to inform the company if they have a criminal conviction and this information will be requested from shortlisted candidates only. The Rehabilitation of Offenders Act 1974 gives people the right not to reveal certain convictions when they are officially 'spent'. Any information you provide about 'unspent' convictions will be treated on a strictly confidential basis, retained in the Human Resources Department, and disclosed only where essential for the recruitment/selection process and for the proper discharge of management responsibility. Selection will focus on a person's abilities, skills, experience and qualifications and previous convictions will not be automatic grounds for the rejection of a candidate. Full account will be taken of the nature of offence, the lapse of time since it was committed and the total picture presented by the candidate.</p>