

Training	
Training course	Date

Other information	
Do you hold a current driving licence?	
Do you have any point on you licence?	
How many years actual driving experience?	
Have you experience of driving large vans?	
Have you claimed on any motor insurance in last 5 years?	
Have you ever been declared insolvent, gone into an IVA or been declared bankrupt.	
Have you ever been a director of a company which has gone into liquidation.	
Do you have any previous criminal convictions?	
<i>Note – This should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974</i>	
Ethnic origin	

Employment Record	
<i>Details of current and previous employment - <u>most recent first</u></i>	
1. Employers name	
Employer address	
Phone	
E-mail	
Job Title	
Duties of the post	
Start date	Leaving date
Reason for leaving / changing	
Salary	
Any disciplinary record	

2. Employers name			
Employer address			
Phone			
E-mail			
Job Title			
Duties of the post			
Start date		Leaving date	
Reason for leaving / changing			
Any disciplinary record			

3. Employers name			
Employer address			
Phone			
E-mail			
Job Title			
Duties of the post			
Start date		Leaving date	
Reason for leaving / changing			
Salary			
Any disciplinary record			

4. Employers name			
Employer address			
Phone			
E-mail			
Job Title			
Duties of the post			
Start date		Leaving date	
Reason for leaving / changing			
Salary			
Any disciplinary record			

Eco Heat & Power Ltd 2 Sandbed, Hebden Bridge, West Yorkshire HX7 6PT
 Tel. 01422 843414 - sales@ecoheat.co.uk - www.ecoheat.co.uk



5. Employers name			
Employer address			
Phone			
E-mail			
Job Title			
Duties of the post			
Start date		Leaving date	
Reason for leaving / changing			
Salary			
Any disciplinary record			

References

Note – The first reference should be current or most recent employer and the second another employer. Please also note that this vacancy also requires basic disclosures to be completed (the company will pay the cost) <http://www.disclosurescotland.co.uk/apply-online/>

1. Name			
Position held			
Address			
Phone			
E-mail			

2. Name			
Position held			
Address			
Phone			
E-mail			
Any special requirements needed for interview?			

Please tell us about your hobbies and interests

Please tell us why you are interested in this job and what qualities, experience and knowledge you can bring to it

Data Protection Act

We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes. If you are a Job Centre Plus client we will disclose information to them for performance monitoring purposes.

How we will use the information on your job application form

We ask for personal information from job applicants to assist with our recruitment process. The personal information you supply will be kept in a recruitment folder. Employees involved with short-listing and appointment will have access to this data. This could be managers, personnel and occasionally external assessors, could be involved. We will not disclose this information to anyone else outside the company. If you are unsuccessful, we will usually destroy your application form and any other papers submitted 6 months after the appointment has been made. You should send any queries about the processing of your personal data to Andrew Hodchild (Managing Director) at the address below.

Sensitive information

Under the Data Protection Act, ethnic origin, disability, criminal convictions and health information is defined as sensitive data. After appointment, the information will be held in your personnel record.

Eco Heat & Power Ltd 2 Sandbed, Hebden Bridge, West Yorkshire HX7 6PT
Tel. 01422 843414 - sales@ecoheat.co.uk - www.ecoheat.co.uk

