|  |  |
| --- | --- |
| Job Vacancy Title: |  |
|  |  |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Daytime Contact No.** |  |

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **2. Preferred hours** |

Please tick

Full time Part time

|  |
| --- |
| 3. Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |
| **College/University** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |

|  |  |
| --- | --- |
| **4. Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

|  |
| --- |
| **5. Current Membership of any Professional Body/Organisation** |
| Please give details: |
|  |
|  |
| |  | | --- | | **6. Previous Employment (if applicable)** |     Please use this section to list previous employment, dates employed and a brief summary of your roles and responsibilities |
|  |
|  |
| Continue on a separate sheet if necessary |

|  |
| --- |
| 7. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to list why you feel you are a suitable applicant for this job role. Personal attributes, interests/hobbies and voluntary work are examples of relevant input for this question. |
|  |
|  |
| Continue on a separate sheet if necessary |

|  |
| --- |
| 8. References |
| **Please supply the names and contact details for two referees who would be prepared to be contacted on your behalf in relation to this recruitment opportunity.** |
| Referee 1: |
| Referee 2: |

|  |
| --- |
| Declaration |

|  |
| --- |
| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

**Signed:**

**Print Name:**

**Date:**

**Completed forms can be scanned and emailed to** [**hr@compactorbitalgears.com**](mailto:hr@compactorbitalgears.com)

**or mailed to Fao Tricia Evans**

**Financial Controller**

**Compact Orbital Gears Ltd**

**Brynberth Enterprise Park**

**Rhayader LD6 5EW**