

## Application Form

It is Company Policy to treat job applicants and employees in the same way, as stated in the accompanying Equal Opportunities Monitoring Form. The following information is required with your interests in mind and will be held in the Personnel file in strict confidence.

|                  |                |                     |                           |
|------------------|----------------|---------------------|---------------------------|
| Job Applied For: | <b>Joinery</b> | Company Applied To: | <b>Tom Willoughby Ltd</b> |
|------------------|----------------|---------------------|---------------------------|

### MOST IMPORTANT

In the event of your application being successful, it is a legal requirement that you provide the Company with satisfactory evidence of your Right to Work in the UK before your employment commences. The Company will also require you to undertake a CRB Disclosure Reference. Continued employment is subject to this proving satisfactory to the Company and employment may be terminated without notice should there be areas of concern within your CRB Disclosure that you have failed to disclose in advance.

|  |  |                   |  |
|--|--|-------------------|--|
| Applicant's Full Name :  |  |                   |  |
| Permanent Address :  |  |                   |  |
| Post Code :  |  |                   |  |
| Tel No (home) :  |  | Tel No (mobile) : |  |
| Have you worked for the FT Construction Group before?  |  | YES / NO          |  |
| If <b>YES</b> , please say when and where, and in what capacity<br>.....<br>.....                  |  |                   |  |
| Have you any Relatives working for the FT Construction Group?                                      |  | YES / NO          |  |
| If <b>YES</b> , please give names and relationship<br>.....<br>.....                               |  |                   |  |
| Do you have a current driving licence?<br>If <b>YES</b> , please specify Groups covered            |  | YES / NO          |  |
| Do you have any <u>current/pending</u> driving convictions?<br>If <b>YES</b> , please give details |  | YES / NO          |  |
| Have you any <u>previous</u> driving convictions?<br>If <b>YES</b> , please give details           |  | YES / NO          |  |
| Do you have any criminal convictions?<br>If <b>YES</b> , please give details,                      |  | YES / NO          |  |

Details of education (beyond primary level), qualifications and academic achievements  
(please continue on another sheet if necessary)

Details of apprenticeships (if applicable), experience, trade tests taken and other qualifications  
(please continue on another sheet if necessary)

Details of previous employment - to include: name of company, position and length of time with the  
company (please continue on another sheet if necessary)

REFERENCES: please provide details of persons to whom references may be made, one of whom  
should be your current employer (not members of your immediate family)

|   |          |   |          |
|---|----------|---|----------|
| Name:   |          | Name:   |          |
| Status:   |          | Status:   |          |
| Job Title:  |          | Job Title:  |          |
| Address:  |          | Address:  |          |
| Post Code:  |          | Post Code:  |          |
| Tel No:   |          | Tel No:   |          |
| May we seek a reference prior to interview if required? | YES / NO | May we seek a reference prior to interview if required? | YES / NO |

I declare that the information given on this application form is true to the best of my knowledge and belief. I understand that any false or misleading information supplied may result in the termination of any employment gained through this application. I also agree to undergo a medical examination if required.

Signature: ..... Date: ..... / ..... / .....

**COMPLETED APPLICATION FORM AND C.V. (if not already submitted) SHOULD BE SENT TO:**

**FT Construction Group  
Construction House  
Northallerton  
North Yorkshire  
DL7 8ED**

For the attention of: Mrs L Smith

Position: Group HR & Training Manager

So that it is received no later than: **29/06/18**