

3. Training

Please give details of any training courses attended which may be relevant to your application (e.g. First Aid, IT, food hygiene).

Dates	Details	Level of competence/grade/certificate attained, if appropriate

4. Membership of Professional Associations

Please state whether attained by examination, quoting your membership number, or experience.

5. Current or most recent employment

Job title: _____

Salary: £ _____ Bonus: £ _____ Company car: Yes No

Name and address of current or most recent employer: _____

Starting date: _____ Leaving date: (if applicable) _____ Notice required: _____

Main responsibilities and achievements: _____

Reason for leaving: _____ Contractual hours per week: _____

6. Previous employment - detail in sequence

Starting date: _____	Name and address of employer: _____ _____
Leaving date: _____	Job title and main responsibilities: _____ _____
Final salary: _____	Reason for leaving: _____
Starting date: _____	Name and address of employer: _____ _____
Leaving date: _____	Job title and main responsibilities: _____ _____
Final salary: _____	Reason for leaving: _____
Starting date: _____	Name and address of employer: _____ _____
Leaving date: _____	Job title and main responsibilities: _____ _____
Final salary: _____	Reason for leaving: _____

(Please continue on a separate sheet, if necessary)

9. Supplementary Information (continued)

Do you have any criminal convictions NOT regarded as being spent under the Rehabilitation of Offenders Act 1974?

Yes No If yes, please give conviction(s) and date(s): _____

Were you in the Armed Forces? Yes No If yes, which branch? _____

Dates of duties: (if applicable) From: _____ To: _____

Do you have a Visa or Entry clearance certificate? Yes No

If yes, please state type _____

Document No. _____

Expiry date _____

Do you require a UK work or residence permit? Yes No

Please note you will be required to provide evidence of your eligibility to work and reside within the UK, under the requirements of Section 15 of the Immigration, Asylum and Nationality Act 2006.

Have you previously applied to us? Yes No

Date of application: _____

Have you previously worked for us? Yes No

If offered this position, please confirm if you will continue to work (paid or otherwise) in any other capacity? Yes No

If yes, please give details: _____

Have you relatives working for us? Yes No

If yes, please give names & relationships _____

If successful, when would you be able to take up employment? _____

If you have any annual leave commitments for this year, please give dates: _____

10. Recruitment and Equal Opportunity Statement

It is the company's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of all, as detailed in the company's Equal Opportunities Policy - a copy of which can be supplied on request.

11. Data Protection Statement

The information provided on this form, and that obtained from other relevant sources, will be used in a confidential manner to process your application for employment and to help us monitor our recruitment processes.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process and, if appropriate check the information collected, with third parties or with other information held by us.

By signing this application form, you are agreeing to the processing of sensitive personal data, as described above, in accordance with the Data Protection Act 1998 and our registration with the Data Registrar.

12. Declaration

- I declare that all of the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that my application may be rejected, and/or, that I may be dismissed if I have given false information or not provided relevant details.
- I explicitly consent to the use of this information as outlined above.

Signature: _____ Date: _____

Print Name: _____

As part of our recruitment procedures the details of unsuccessful candidates will be retained and may be referred to in the event that another suitable vacancy arises in the future. If you do not wish to be considered for other vacancies please tick this box.

Smoking is not permitted on company premises.

OLYMPUS

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