

Education/Training/Skills Record

Name and Address Of School/Organisation

Qualifications/Skills Attained
Training Undertaken.

Employment details

Present/Last employment

Job Title.....

Employer.....

Outline of Duties.....
.....
.....

Salary.....

Notice Period.....

Reason for Leaving.....
.....
.....

Previous Employment History

Name & Address of Employer.....

.....

Position Held (including main duties).....

.....

Starting Salary.....Leaving Salary.....

Reason for leaving.....

.....

Previous Employment History

Name & Address of Employer.....

.....

Position Held (including main duties).....

.....

Starting Salary.....Leaving Salary.....

Reason for leaving.....

.....

Previous Employment History

Name & Address of Employer.....

.....

Position Held (including main duties).....

.....

Starting Salary.....Leaving Salary.....

Reason for leaving.....

.....

If offered the position, will you continue to work in any other capacity?
Yes No

If yes please give details (including hours worked).....
.....

Interests /Hobbies

Please give details of any interests and hobbies pursued:
.....
.....
.....

Health/Medical History

How many days have you been absent from work through illness or injury in the last 12 months?
.....

Please give details:
.....
.....

CRIMINAL CONVICTIONS

Have you ever been prosecuted and/or convicted of a criminal offence, which is not yet spent under the rehabilitation of Offenders Act 1974?

Yes No

If yes please give dates and nature of the offence:
.....
.....

Do you have a Court case pending or any other action currently being taken against you?

Yes No

Failure to disclose any unspent offences or pending police action may result in any contract offers being terminated without notice. This information may be referred to at interview.

References

Please give the names of two people who are able to provide references **relating to your work experience** and your suitability for the post applied for. One referee should be your current or most recent employer.

1. Current/most recent (please delete) 2. Other Employer

Name	Name.....
Position.....	Position.....
Address and Postcode.....	Address and Postcode.....
.....
.....
.....
Telephone Number:	Telephone Number:
.....

May we approach these persons prior to interview:

Reference 1	Yes	No	Reference 2	Yes	No
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References will normally be taken up prior to employment unless you indicate otherwise. Any job offer is conditional upon satisfactory references.

Declaration

I certify that to the best of my knowledge the information I have given is correct.

Providing false information or withholding any relevant information will result in dismissal or the withdrawal of any offer of employment.

I consent to Mallinson Fabrications Ltd holding personal data on the terms set out below.

Signature..... Date.....

This form contains personal data about you. Mallinson fabrications limited will hold relevant data about you only for so long as it is strictly necessary to do so and it will process the data only in compliance with the Data protection Act 1998 (as amended from time to time). It will use the details you have provided only for the purposes of processing your application for employment. You have the right to request copies of personal data the company holds about you by written request to Mr B. Mallinson at the address below and upon payment of a fee of £10.

**Mallinson Fabrications Limited , Station Road, Dalston,
Carlisle, Cumbria, CA5 7LT**