

THERMSERVE LIMITED
JOB APPLICATION FORM

The Role

What job do you wish to apply for?

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Your Personal Details

First Name:		Last Name:	
Address:			
			Postcode:
Home Phone No:		Mobile No:	
Email Address:			

National Insurance No:									
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Do you hold a full, clean driving licence valid in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Education & Qualifications

Please list your education and relevant professional qualifications and certifications below:

Institution	Study Dates	Qualification and grade	Date Obtained
Secondary education:			
College/University:			
Professional qualifications/certifications:			

Employment History

Current or Most Recent Employer:

Name of Employer:			
Address:			
			Post Code:
Position held:			
Date started:		Leaving date:	
Reason for leaving:			
Description of your duties:			

Please list your most recent jobs prior to the above, covering at a minimum the last five years. If you have work experience relevant to the role being applied for prior to the past five years, including formal education or volunteer positions, please include that too. If you need more space, please use another sheet and attach it to this application.

Employer's name & address	Dates of employment	Job title	Description of your duties

References

Please provide the names and contact details of at least two referees who we can contact for a reference. One must be your current or most recent employer, or a teacher or other relevant academic professional if you are currently a student or have had no job since completing formal education.

Referee 1			
Referee name:		Referee position:	
Company name:		Phone number:	
Company address:			
Referee 2			
Referee name:		Referee position:	
Company name:		Phone number:	
Company address:			

Skills & Abilities

Please state how your skills and abilities relate directly to the job description and person specification for the role you are applying for. Where relevant, please give specific examples of times when you have used the required and desired skills, whether in the workplace or during voluntary or leisure activities. If you need additional space, please use another sheet and attach it to this application.

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Convictions & Disqualifications

A criminal record does not automatically disqualify you from being considered for a position at Thermserve Limited. If you fail to disclose unspent convictions which are then found in a check, this may disqualify you from being considered for the role or may constitute misconduct in the event that it is discovered after you are hired.

Do you have any unspent criminal convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide details below:

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Reasonable Adjustments

Please contact us if you need this application form in an alternative format including large print.

Do you require any adaptations for your interview to accommodate any disability or medical need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide details below:

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Right to Work in the UK

Do you have the legal right to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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You may be required to provide your British or EU passport or your work visa if applicable as a condition of any job offer made.

Other Information

If hired, when would you be available to start? (Please provide a specific date or a notice period if applicable.)

If there is any other information you would like to provide as part of your application, please provide it in the box below. If you need additional space, please use another sheet and attach it to this application.

Where did you hear about the vacancy?

Declaration

Please complete the following declaration and sign it below. If this declaration is not completed and signed, your application will not be considered.

Thermserve Limited complies with the General Data Protection Regulation (GDPR) 2018 in the collection and handling of data. The personal information you provide in this application form will be stored and processed for the legitimate interests of assessing your application for the job role applied. Your data will not be shared with third parties or used for purposes other than those stated. You have a right to request deletion of personal data we hold about you.

I understand that Thermserve Limited will store personal information provided in this form solely for the purpose of assessing my application and will keep it no longer than necessary for the purposes stated.

I confirm that all of the information provided in this form and any attachments is correct and accurate at the time of submission and 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:		Date:	
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Submitting this application

This application form can be completed digitally or printed and completed by hand.

Please use blue or black ink if completing by hand and write clearly.

Please check that all sections of this application form are complete before submitting it. Please ensure any additional sheets are attached/enclosed.

Your application can be submitted by email or post.

By email: please email a Word, pdf or jpg file of your completed application to the email address on the job listing.

By post: please post your completed application to: **FAO HR, Thermserve Limited, Shropshire Court, Halesfield 2, Telford, TF7 4QH.**