



Document Ref : 400

Job Application Form

Issue date : 03/07/14
Form Rev. B

Position applied for:

If relevant please state which Purvis company you are applying to.

**THE INFORMATION SUPPLIED ON THIS FORM WILL BE TREATED IN CONFIDENCE.
Please complete it fully and legibly using black ink**

Section 1 - PERSONAL DETAILS

Last name:

First name(s):

Address:

Postcode:

Home telephone

Mobile no.

Email address:

National Insurance no.

Are you eligible to work in the UK?

Yes

No

Do you hold a full UK driving licence?

Yes

No

If YES, do you have your own vehicle?

Yes

No

Have you previously been employed by any of the Purvis Group companies?

Yes

No

If Yes, please give details below stating which company and time period:

Section 2 - PRESENT EMPLOYMENT

Name & Address of current employer :			
Postcode:			
Present post:			
Brief description of duties :			
Date of appointment:		Salary & benefits	
Notice required:		or last day of service	
Reason for leaving:			

Section 3 - PREVIOUS EMPLOYMENT (to cover atleast the last 3 years.)

Name of employer (1)			
Post:			
Brief description of duties :			
Date from:		Date to:	
Reason for leaving:			
Name of employer (2)			
Post:			
Brief description of duties :			
Date from:		Date to:	
Reason for leaving:			
Name of employer (3)			
Post:			
Brief description of duties :			
Date from:		Date to:	
Reason for leaving:			

Section 4 - EDUCATION & PROFESSIONAL QUALIFICATIONS

School/College/University	Course or Subjects	Qualification/Grade attained

Please note any professional/management qualifications or memberships you have below:

Course detail/Professional or technical association	Qualification/Membership level

Section 5 - TRAINING & DEVELOPMENT

Give details of any training and development courses which may support your application. This may include any on the job training as well as formal courses.

Date(s)	Course title/Achievement	Results (where applicable)

As primarily a construction based organisation all of our construction site employees will be required to hold a valid CSCS/CPCS card which denotes competency within the Construction Industry. If this is relevant to the post being applied for then enter card details below.

CSCS Reg No.	Skills/Plant categories	Expiry dates

Section 6 - HEALTH

Upon any formal appointment you will be required to complete a confidential statement of medical history and may be required to undergo a medical examination. Should you fail to declare any health issues which become apparent later in your employment you may be subject to dismissal for non-disclosure.

Do you suffer from any medical condition which might affect your working performance? If Yes, please provided further details below.

Yes

No

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Have you had any days/weeks absence due to sickness or ill health in the past 2 years? If Yes, please provide details below e.g. cause and duration

Yes

No

Reason for absence	No .of days

Section 7 - PERSONAL STATEMENT

Please use this section to detail any other skills, achievements, knowledge or experience you have in support of your application for this post. (continue on a separate sheet if necessary).

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Section 8 - REFERENCES

Please provide the names and addresses of two references. At least one should be your previous employer. If you have not previously been employed then a Head teacher or lecturer who is able to comment on your educational background would be acceptable

Name:		Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone no.		Phone no.	
Email :		Email :	

Section 9 - DECLARATION

How & where did you learn about this post?

I hereby certify that :

- all the information given by me in this form to be correct to the best of my knowledge;
- all questions relating to me have been answered fully and truthfully;
- I possess all of the qualifications to which I claim to hold;
- I understand should my application be successful and it be discovered subsequently that the information provided has been falsified then disciplinary action may result in dismissal from this post.

Signed:

Date:

Any candidates selected for interview will normally be notified within four weeks of submission. Unfortunately, applicants who do not hear from the Purvis group within this time should conclude that their application has been unsuccessful on this occasion, but we thank you for your interest in the post.

The Purvis group will treat any personal information contained within the form as confidential and in full compliance with the requirements of the Data Protection Act 1998.

Section 10 - RETURNING THIS FORM

Upon completion of this form please ensure it is returned to the following address:

By post to:

**Group Personnel Manager
Purvis Group
Thistle House
Cartmore Industrial estate
Lochgelly
Fife
KY5 8LL**

or alternatively by email to :

Lynn.crookston@purvisgroup.co.uk

Use the space below to add in any other information

Section No.	Additional details

Section 11- RECRUITMENT MONITORING

The Purvis Group are committed to ensuring we promote equality of opportunity for all staff and new job applicants. We seek to ensure all applicants are treated fairly, with respect to, and without bias regardless of colour; race; nationality; ethnicity; sex; marital status; disability; sexual orientation; gender re-assignment; pregnancy or maternity; religious or political beliefs or age. It is the aim of the organisation that its workforce should reflect that of a local and wider community wherever practicable.

This policy applies to recruitment and selection practices, training and promotion or transfer within the company.

In order to monitor and ensure the success of this policy all applicants for positions within the organisation are respectfully asked to complete the section below. The details contained herein will be retained by the HR department solely for monitoring purposes. Failure to complete this section will not affect your application in any way.

This sheet will remain separate from the application and will not form any part of the selection process.

Position applied for:

Gender:

Male

Female

Age group :

Under 25

25-34

35-44

45-54

55-64

65+

(at time of application)

ETHNIC ORIGIN

I would describe my ethnic origin as: (please tick one of the following)

White

British

Irish

European*

Black

African

Caribbean

Other*

Black-Asian

Indian

Pakistani

Bangladeshi

Other

Chinese

Mixed

Other*

* Please specify

We are aware that some people may not be happy with the classifications used on this form and if you wish to classify yourself in some other way please use the '*please specify' box to do so.

DISABILITY

Do you consider yourself to be disabled?

Yes

No

If you have ticked 'Yes', are you registered disabled?

Yes

No

Would you require any special adaptations/equipment to take up employment?

Yes

No

If you have answered 'Yes' to any of the above questions, can you please provide details in the space below: