

## APPLICATION FOR EMPLOYMENT

**CONFIDENTIAL**

*Please use a pen or ball-point, print in block capitals and tick boxes as appropriate*

Which company within The F.W. Thorpe Group are you applying to for employment?

THORLUX

COMPACT

MACKWELL

PHILIP PAYNE

SUGG

### PERSONAL DETAILS

Surname ..... Mr/Mrs/Miss/Ms

Address .....

Forenames .....

Maiden name .....  
*(If applicable)*

Sex .....

Postcode .....

Nationality .....

Home telephone number .....

Marital status ..... Number of children .....

Business telephone number .....  
*(If we may ring you there)*

Have you a current driving licence? YES  NO

Is your licence clean? YES  NO

Do you own a car? YES  NO

If NO, give details .....

National Insurance number .....

How many days sickness absence have you had in the past year? .....

Do you require a U.K. work permit? YES  NO

Have you any criminal conviction(s) which is/are not "spent"\*? YES  NO

Have you received Statutory Sick Pay during the last eight weeks? YES  NO

\*("spent" is as defined in the "Rehabilitation of Offenders Act 1974")

### EMPLOYMENT

Position applied for .....

Have you previously worked for an F.W. Thorpe Plc Group Company? YES  NO

Pay expected £ ..... per .....

If YES, state which company and when .....

Would you work FULL TIME? YES  NO

Would you work PART TIME? YES  NO

If YES, state days/hours. ....

Have you any relatives working for an F.W. Thorpe Plc Group Company? YES  NO

How would you travel to work? .....

If YES, give names, relationship and which company .....

Date available for work .....

Please state any holidays already booked .....

How did you hear about this vacancy? (please specify) .....

What appeals to you about the job for which you are applying? .....

.....

.....

.....



# EMPLOYMENT HISTORY

## PRESENT/LAST EMPLOYER

Company name .....

Address .....

Type of business .....

Job type and position .....

Reference contact .....

Starting salary .....

Present/leaving salary .....

Length of service .....

From ..... to .....

Reason for leaving .....

Tel no. ....

## PREVIOUS EMPLOYERS

Company name .....

Address .....

Type of business .....

Job type and position .....

Length of service .....

From ..... to .....

Reason for leaving .....

Reference contact ..... Tel no. ....

Company name .....

Address .....

Type of business .....

Job type and position .....

Length of service .....

From ..... to .....

Reason for leaving .....

Reference contact ..... Tel no. ....

Company name .....

Address .....

Type of business .....

Job type and position .....

Length of service .....

From ..... to .....

Reason for leaving .....

Reference contact ..... Tel no. ....

Company name .....

Address .....

Type of business .....

Job type and position .....

Length of service .....

From ..... to .....

Reason for leaving .....

Reference contact ..... Tel no. ....

May we contact any of the above?

YES  NO

If NO, which ones may we not approach? .....



**F W THORPE PLC**

**EQUAL OPPORTUNITIES**  
**MONITORING FORM**

It is the Company's policy to ensure equal opportunities irrespective of colour, ethnic or national origin, nationality, sex, marital status or disability. To enable us to monitor our recruitment and selection procedure to ensure that this policy is followed, we respectfully request that you complete this form in full. Please write in BLOCK CAPITALS.

Position applied for: .....

Date of application: .....

Surname: .....

Forenames: .....

Marital Status: .....

Male/Female: .....

Date of Birth: .....

Ethnic Origin: (Please place a tick in the appropriate box):

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> White             | <input type="checkbox"/> Pakistani   |
| <input type="checkbox"/> Black - African   | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black - Caribbean | <input type="checkbox"/> Chinese     |
| <input type="checkbox"/> Black - Other     | <input type="checkbox"/> Other       |
| <input type="checkbox"/> Indian            |                                      |

If you ticked 'Other', please specify: .....

FW Thorpe Plc is seeking to offer equal opportunities in recruitment and career development to disabled people. In order to monitor our progress on this we ask all applicants to indicate whether or not they have a disability.

**Definition of Disability: -**

Section One of the Disability Discrimination Act defines a person as having a disability if he/she has a physical or mental impairment, which has a substantial and long-term and diverse effect on his or her ability to carry out normal day to day activities.

Do you have such a disability?

Yes

No

Please describe the nature of your disability: -

.....  
.....  
.....

Applications from people with disabilities are welcome.

We guarantee to interview people with disabilities who fulfil the job requirements and will ensure appropriate support is provided where required.

Please provide full details of any assistance you may require/special needs you may have relating to the recruitment process or to the job for which you have applied: -

.....  
.....  
.....  
.....  
.....

**Please return this form along with your application form for employment.**

**Please note that, this form is for monitoring purposes only and will be kept separately from your application form for employment and will not be used in the selection process itself.**

***“Thank you for taking the time to complete this form”.***

***Julie Laman  
Group Personnel Manager  
For FW Thorpe plc***