HR-F 1

Issue 1

Date of Issue 25/05/2018

**External Application Form**

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| --- | --- |
| Position applied for (if known): |  |
| How did you learn about this vacancy? |  |
| Have you previously applied for a position with Bridgnorth Aluminium? (please circle) | Yes/No |
| If yes please give details of job role and the date you applied: |  |
|  |

 Please circle your preferred shift pattern (dependant on the role applied for)

|  |  |  |
| --- | --- | --- |
| Four Shift (days & nights) | Four Shift (days only) | Three Shift |
| Day Shift | Non-Shift (office) | Any |

|  |  |  |
| --- | --- | --- |
| Forename(s): |  | Mr/Mrs/Miss/Ms/Other(please circle) |
| Surname: |  | Home No: |  |
| Address : |  | Mobile No: |  |
| Daytime No: |  |
| Email: |  |
| Postcode: |  | Do you hold a driving licence? | Yes/No |
| Are you eligible to work in the UK? | Yes/No | Do you have access to a vehicle? | Yes/No |

 **Personal Details**

 Do you have any relatives or friends employed by this company? Yes/No (if yes please detail below)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship: |  |
| Department: |  | Length of time known: |  |
| Name: |  | Relationship: |  |
| Department: |  | Length of time known: |  |

Please give details of any holidays booked that you would like us to honour if you are successful, or avoid for interviewing purposes:

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**Education & Training**

 Secondary Education

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| --- | --- | --- | --- |
| Name & Address of School | From/To | Subject | Qualification & Grade(e.g. GCSE-C/ALevel-B) |
|  |  |  |  |  |

 Further Education

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Institution | From/To | Subject | Qualification & Grade (e.g. GNVQ-pass/degree-2:1) |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Training Course | Date | Qualification achieved (if applicable) |
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 Other Training/Qualifications (first aid, HGV licence, in-service training etc.)

**Employment History**

|  |  |
| --- | --- |
| Job Title: |  |
| Dates of employment | From: |  | To: |  |
| Duties: |  |
|  |
| Name & Address of employer: |  |
|  |
|  |
| Reason for leaving: |  |
| Notice period: |  | Salary: |  |
| Additional benefits/bonuses: |  |

 Present/most recent employer

|  |  |
| --- | --- |
| Job Title: |  |
| Dates of employment | From: |  | To: |  |
| Duties: |  |
| Name & Address of employer: |  |
|  |
|  |
| Reason for leaving: |  |
| Job Title: |  |
| Dates of employment | From: |  | To |  |
| Duties: |  |
| Name & Address of employer: |  |
|  |
|  |
| Reason for leaving: |  |
| Job Title: |  |
| Dates of employment | From: |  | To: |  |
| Duties: |  |
| Name & Address of employer: |  |
|  |
|  |
| Reason for leaving: |  |
| Job Title: |  |
| Dates of employment | From: |  | To: |  |
| Duties: |  |
| Name & Address of employer: |  |
|  |
|  |
| Reason for leaving: |  |

 Previous Employment

 Please use the space below to explain why you are applying for this role and to provide any further detail in support of your application:

|  |
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|  |

**Data Protection**

Please refer to our Job Applicant Privacy Notice (HR-GN4) for further details on what type of data we collect, how we use it and how long we keep it for, which can be found on the careers section of our website: <http://www.bridgnorthaluminium.co.uk/careers/5b430e8280c0c/Job-Applicant-Privacy-Notice>

Alternatively, please contact a member of the HR team on 01746 788111 who will be happy to provide you with a copy.

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| --- |
| Declaration:I certify that to the best of my knowledge the details provided in this application are true and accurate. I understand that the provision of false information may result in the termination of any contract of employment entered into:Signature of candidate..................................................................................................Date.......................................... Print Name...................................................................................................................................................................... Please note that all offers of employment are subject to the receipt of proof of right to work in the UK, proof of qualifications and satisfactory references. |

**Next Steps**

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| Please return this application;By post - Human Resources Department, Bridgnorth Aluminium, Stourbridge Road, Bridgnorth WV15 6AUBy Email – recruitment@bridgnorthaluminium.co.ukOnce received, we will send a letter of acknowledgment.Should we have a vacancy that matches your skills and experience we will contact you to discuss your application further.Please be aware that successfully shortlisted candidates will be asked to produce original and acceptable documents in relation to their stated qualifications and right to work. |