

APPLICATION FORM

Position applied for:

Where did you hear about this vacancy?

Please complete and return this form to: Personnel Department,
Manor Marine UK Limited,
Manor Building, Portland Port,
Castletown, Portland,
Dorset, DT5 1PB

by.....

PERSONAL DETAILS

Full name: Title..... Forename(s): Surname:

Home address:

.....

.....

Postcode:

Telephone Contact No. Work:

Email Address:

Nationality: Do you require a work permit to work in UK? YES / NO

Do you consider yourself to have a disability? YES / NO

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

.....

Do you hold a full current driving licence? YES / NO

Please give details of any driving offences currently under endorsement:

.....

.....

Have you ever been convicted of a criminal offence? YES / NO

(Declaration subject to with the Rehabilitation of Offenders Act 1974):

.....

.....

APPLICATION FORM

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent.

Please continue on a separate sheet if necessary.

Name, Address and telephone number of employer	Date Started	Date Ended	Job Title	Description of work and main responsibilities	Reason for leaving / Notice required

APPLICATION FORM

EDUCATION

Please give details of your education, qualifications and training, to date.
Please continue on a separate sheet if necessary.

School/College/University	Date From	Date To	Examinations Passed (Subjects & Level)
Other courses (including part time education) and membership of professional bodies.			

EXPERIENCE

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitudes and skills for the position applied for.

.....

.....

.....

.....

.....

APPLICATION FORM

INTERESTS

Give details of spare-time activities.

.....

.....

.....

REFERENCES

Please provide names, addresses and occupations of two referees (not relatives), preferably previous employers whom we may approach with regard to your application at an appropriate and later date after obtaining your permission.

Name	
Occupation	
Address	
Tel No.	

Name	
Occupation	
Address	
Tel No.	

DECLARATION: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signed: Date:

FOR OFFICE USE ONLY

Application form evaluated by: Date:

Comments:

.....

.....

.....