

HUWS GRAY RECRUITMENT

APPLICATION FORM

This is your opportunity to tell us as much as possible about yourself. It will help us to make a fair decision to select people who can naturally provide the highest levels of customer service.

Please read the form thoroughly, then complete it carefully ensuring that you complete all sections fully (using BLOCK CAPITALS if applying in writing). Your application will be treated in the strictest confidence.

<p>Position Applied For:</p> <p>Branch:</p> <p>How did you hear about this position?</p>

ABOUT YOU – PERSONAL DETAILS

<p>Title and First Name/s:</p>

<p>Surname:</p>

<p>National Insurance Number:</p>
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<p>Home Address:</p> <p>Postcode:</p>

<p>Home Number:</p> <p>Mobile Number:</p> <p>E-mail:</p>

ABOUT YOU – WORK HISTORY

Starting with the most recent employment, please indicate your work history. You should enter details for your last **THREE** employers. Huws Gray reserves the right to approach your last two employers for a reference once you have been offered employment. Any such offer will be conditional upon receipt of satisfactory references.

PLEASE COMPLETE ALL SECTIONS IN FULL

Current / Last Employer (please specify):	Name of Manager:
Job Title:	Address:
Salary / Hourly Rate:	Postcode:
Reason for Leaving:	Tel. Number:
Start date:	E-mail:
	Leaving date (if applicable):
Duties & Responsibilities:	

Previous Employer:	Name of Manager:
Job Title:	Address:
Leaving Salary / Hourly Rate:	Postcode:
Reason for Leaving:	Telephone Number:
	E-mail:
	Leaving date:
Duties & Responsibilities:	

Previous Employer:

Name of Manager:

Job Title:

Address:

Postcode:

Leaving Salary / Hourly Rate:

Telephone Number:

E-mail:

Reason for Leaving:

Leaving date:

Duties & Responsibilities:

If you have had previous experience in the Builders Merchants' / Construction Industries, please provide details below:

If there are any gaps in your employment history, please indicate below

Date from:	Date to:	Reason:

ABOUT YOU – EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please provide details of any secondary school, further education and / or vocational qualifications as well as any professional qualifications obtained.

School / Academic Establishment	Qualifications Gained	Grades

ABOUT YOU – OTHER RELEVANT QUALIFICATIONS

Please provide details of any relevant qualifications to support this application (e.g. LGV/HGV licence, CPC, Digi Tacho card, Forklift licence, HIAB, Manual Handling, First Aid)

If applying for Driving role, please state how many hours CPC training have been completed:

ABOUT YOU – OTHER GENERAL INFORMATION

Are you related to anyone who currently works for Huws Gray? YES / NO

If YES, please provide details.

Do you hold a full, clean driving licence? YES / NO

Please provide details of any current or anticipated endorsements.

Do you have any other employment that you intend to continue if your application is successful?

YES / NO

If YES, please describe nature of work (incl. hours/days that you are committed to working).

Have you ever been convicted of a criminal offence which is not considered SPENT under the Rehabilitation of Offenders Act 1974?

YES / NO

If YES, please provide details:

ABOUT YOU – HOBBIES & INTERESTS

Please provide details of your hobbies and interests.

ABOUT YOU – SKILLS, KNOWLEDGE AND OTHER ATTRIBUTES

Please tell us why you have chosen to apply for a job with Huws Gray:

Please give an example of you being an effective team member (e.g. work, sport, school etc):

Please describe a time when you have delivered great customer service:

ABOUT YOU – YOUR RIGHT TO WORK IN THE UK

Are you free to remain and take up employment in the UK?

YES / NO

Should your application be successful, you will be required, where necessary, to provide certain documentary evidence before starting work (e.g. birth certificate, education qualifications, national insurance and income tax details, passport, eligibility to work in the UK).

DECLARATION

I declare that all the information I have given is true to the best of my knowledge and belief. I understand that if I have provided any information I know to be false, or failed to disclose information I know to be relevant, it may lead to my application being rejected, or, if I have been appointed, to my dismissal. I understand that any offer of employment is subject to the receipt of satisfactory references and receipt of proof of my right to work in the U.K.

Online applicants: Please click on box

Hard copy applicants: Please sign below

SIGNATURE: **PRINT NAME:**

DATE: