



Employment Application

Applicant Information

PLEASE COMPLETE THIS APPLICATION FORM IN **BLACK** INK AND RETURN IT TO THE HR DEPARTMENT IN A SEALED ENVELOPE MARKED, 'PRIVATE AND CONFIDENTIAL, FOR THE ATTENTION OF THE HR DEPARTMENT.' IT CAN ALSO BE SENT TO **COMMUNICATE@ZEAL-ELECTRONICS.CO.UK.**

Post applied for:

Personal information		
Surname: <input type="text"/>		
Forenames: <input type="text"/>		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> please state <input type="text"/>		
Previous names (if applicable): <input type="text"/>		
Current Address:		
		Post Code: <input type="text"/>
Mobile Telephone Number:		
Home Telephone Number:		
Preferred Contact Number:		
Do you have the right to work in employment in the UK? If NO , please provide further details.	YES/NO <i>(Please Circle)</i>
National Insurance Number: <input type="text"/>		
Passport Number: <input type="text"/>		
Do you hold a full driving license? (This may not be applicable to your role.) <i>Please Circle</i> YES / NO		

Education and Qualifications

Please give details of your Education from GCSE to Degree level in chronological order (most recent first): *Please provide the name of the Establishment, the dates attended and the Qualifications Gained.*

Employment History

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

Please include the Employer's Name, Address and your Job Title as well as the dates you worked at each establishment; please include a description of your duties and responsibilities:

1)

Continues on next page.

2)

3)

4)

Continue on a separate sheet if necessary.

Key Skills

Please list any training, qualifications or skills or personal qualities relevant to the post:

Continue on a separate sheet if necessary.

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education:

About Me

Please use this space to say why you are interested in the post for which you have applied, why you believe that you are the best person for the job as well as any other information that may assist your application.

Continue on a separate sheet if necessary.



Other Information

How many weeks' or months' notice must you give to your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (*this enables us to comply with our obligations under the Equality Act 2010*).

Do you hold any beliefs which you think might restrict you from working in any particular work environments? *Please detail below:*

Do you know, or are you related to, any other employees of the Company? If your answer is 'yes' please provide the name or names of the employee(s) and either the capacity in which you know them or your relationship to them.
Please Circle YES / NO

How did you hear about this position? *i.e. on company website; word of mouth.*

The position may require candidates to work with young people below the age of 18. Under the Rehabilitaion of Offenders Act 1974 we require information from potential candidates regarding any unspent criminal convictions.
Do you have any unspent convictions: *Please Circle YES / NO*
If this applies to you, please give details below:



Referees

Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Referees should not be a relative or family friend.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

First Referee

Name:

Address:

Telephone Number(s):

Email Address:

Second Referee

Name:

Address:

Telephone Number(s):

Email Address:

The Company will process the personal and/or sensitive data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which can be made available to you as part of our recruitment process. The Company will only process your personal data where it has a lawful basis for such processing.

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge, true and complete. I understand that if it is later discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Print name

Date:

Date	
Candidate Name	

Personal Data Agreement

Previously, you have contacted Zeal Electronics Ltd to hand in your CV when applying for employment at Zeal Electronics Ltd.

We currently hold the following personal data relating to you:	
Name	<input type="checkbox"/>
Address	<input type="checkbox"/>
Telephone Number	<input type="checkbox"/>
E-Mail Address	<input type="checkbox"/>
Employment History	<input type="checkbox"/>
Your CV	<input type="checkbox"/>

Zeal Electronics Ltd retains your CV or Application Form and notes taken at interviews, in accordance with the General Data Protection Regulations (25th May 2018).

We use your data for the following reasons:

1. To communicate with you as your application progresses.
2. To send you marketing material about our company and also in relation to vacancies that may be of interest to you.
3. To check if you are suitable for the required role.

If at any time, you would like to view the data we store in relation to you then please contact HR department. Unless there are exceptional circumstances, there is not a charge for this retrieval. If at any time you would like an amendment or deletion of the data, we store relating to you then please contact the HR department.

Your personal data will not be transferred to any third party other than those companies above and any others that we agree subsequently.

Agreement and Consent

I give my consent to Zeal Electronics Ltd holding my data in the ways listed above.

Candidate Signature	Candidate Name	Date
Zeal Electronics Signature	Interviewer Name	Date