Would you like to submit any further information to support your application?

DECLARATION

I declare that the particulars given or to be stated in support of this application are correct to the best of my knowledge and I understand that if found subsequently to be untrue, the Company shall be entitled to terminate any employment that may have been offered to me.

Signed: Date:

DATA PROTECTION

During your employment, the Company will use your information for some or all of the following purposes:
For personnel administration and management, payroll administration, pension and benefits administration, health and safety reasons and to comply with legal obligations (e.g. submissions to the Inland Revenue). In order to do this, we may need to share some of your information with third party organisations, such as the pension scheme administrators, insurance companies, and occupational health providers.

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998, and to correct any inaccuracies in your information. Requests for copies of your personal data should be addressed to the Personnel Department.

I understand that the Company requires personal data about me for the purposes of my employment, and I consent to the processing of my data, including the sharing of the data with third parties as necessary, for the purposes stated above.

Signed: Date:

Please also find enclosed a Respiratory Sensitiser Questionnaire and a Monitoring & Right to Work Form, both of which must be completed in full and returned to us as part of this application.

Application for Employment

Kingsley Avenue, Ilfracombe, Devon, EX34 8ES
Telephone: 01271 856600

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:

PERSONAL DETAILS

Mr / Mrs / Miss / Ms	
First name/s	Last name
Address	Home tele number
	Mobile tele number
	Email address
Postcode	
National Insurance Number:	
Do you hold a current, full valid driving licence? Yes / No	
Have you ever applied to us for a job? Yes / No	Have you ever worked for us? Yes / No
If the answer to either of the above questions is "Yes" – when?	
In which department, and what position?	
Do you have any relatives employed by TDK Lambda, if so please supply:	

Name	Position	Relationship

EMPLOYMENT HISTORY – Present or most recent employment

Name of employer:	
Job title:	Salary:
Dates from / to:	
Period of notice / date available to start:	
Key responsibilities:	
Reason for seeking new position / leaving:	

PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Use separate sheet if necessary.*

Job title and brief outline of duties	Name and address of employer	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/*apprenticeship including current studies, with the most recent first.*

Schools Attended	Examination Subjects & Results Obtained or Expected		
Higher or Further Education Establishments	Qualification	Subject	Class of Honours / Grade Obtained
Please give details of any special training (i.e. post graduate research, technical courses, evening classes etc.) and any professional or commercial qualifications. Details of any apprenticeship served should be entered here. Please note that when applying for certain positions, original proof of apprenticeship and or professional qualifications where relevant, will be required if offered employment.			

Membership of professional, scientific or similar bodies:
Languages spoken and standard (I.e. fluent, working knowledge etc):
Please give details of any further education currently being pursued with anticipated completion dates:

OTHER INTERESTS

Please indicate any other interest or activities in which you take part:
Are you a member of the Territorial or any other Volunteer Reserve? Yes / No If "Yes" please give details:

CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence? (including any convictions outside the UK) other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.	Yes / No
If you answered "Yes" to the above question, please give full details. Continue on a separate sheet of paper if necessary.	

REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend.

References will not be taken up before an interview or offer of employment, unless you give us permission.

Name:	Name:
Company name & address:	Company name & address:
Tele no:	Tele no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made: Yes / No	I agree to this reference being taken up before an interview or offer of employment being made: Yes /No