



HENDRE LIMITED

Head Office: St Hilary Court Cophorne Way Culverhouse Cross Cardiff CF5 6ES Telephone: 02920 675888 • Fax: 02920 675898
Registered under the Industrial and Provident Societies Act No. 29386R
Registered with the Welsh Assembly Government No. L132

CONFIDENTIAL APPLICATION FORM

Post applied for: _____

PERSONAL DETAILS:

Title: _____ Surname/Family Name: _____ First/Given Name(s) _____

Address: _____

Home tel. number: _____ Work tel. number: _____ Mobile No: _____

Can we ring you at work? Yes No Do you have a valid driving licence? Yes No

National Insurance Number: _____ Do you need a work permit to take up employment in the UK? Yes No

Please indicate days absent from work through sickness in the last two years:

Total No. of odd days - up to a period of three days: _____ Total No. of days - periods of 4 days or more: _____

REFERENCES

Please give names and addresses of two people to whom we may apply for references: [please note references will not be requested prior to a job offer being made]

Reference 1 [Present or last employer]

Name _____

Job Title _____

Address _____

Tel: _____

Reference 2 [Known to you in a professional capacity]

Name _____

Relationship to You _____

Address _____

Tel: _____

Notice required by current employer: _____

Are you related to any member of the Committee or Staff? YES NO

RECRUITMENT POLICY

It is the Company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their gender, age, race, ethnic or national origin or because of their religion, sexual orientation, disability, or marital status.

Authorisation: I authorise Hendre to obtain references to support this application and release the organisation and referees from any liability caused by giving or receiving information

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.

The information you provide on this application will be used for the purposes of the recruitment process, and for subsequent monitoring of that process. It will not be disclosed to any other person other than those involved in the above processes. All unsuccessful applications will be destroyed after one year.

By signing this declaration you are agreeing to the above notice.

Signed _____ Date: _____

Note to applicants: The following sections provide the information on which a shortlist is decided. It is therefore important that all sections are completed as fully as possible. Please read the accompanying person specification and consider carefully how your knowledge, skills and abilities match what we are looking for.

CURRENT OR LAST EMPLOYMENT

Job Title: _____

Name and Address of Employer _____

Date of Commencement: _____ Date of Leaving [if applicable]: _____ Salary/Grade: _____

Reason for leaving [if applicable]: _____

Briefly describe your duties:

If you are not currently in paid employment please use the section below to tell us what you are presently doing.

Empty box for providing details of current activities if not in paid employment.

EMPLOYMENT HISTORY DETAILS

Use the table below to list all your former employment. Please detail any gaps in employment as fully as possible. You can also use this table to give details of voluntary work, other experiences or training which you feel may be relevant to the post to which you are applying.

Employer's Name & Address	From	To	Job Title & Brief Details of Responsibilities	Reason for Leaving

Additional Information

This section is to give us specific information in support of your application. You need to be able to demonstrate that you can meet each aspect of the person specification in order for your application to be considered for shortlisting. Please refer to each section of the Person Specification eg Qualifications, Knowledge and Work Experience, Skills etc and demonstrate each aspect by some reference to your academic, professional voluntary or personal life. Where appropriate, please include examples of areas where you feel that you have excelled, and projects, initiatives etc that you have been involved in. ***[Please continue on a separate sheet if necessary].***

SECONDARY EDUCATION:

Examinations [subject - with result]

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FURTHER/HIGHER EDUCATION AND RELEVANT TRAINING:

Type of Course	Subjects Pursued	Qualification or class of degree

INSTITUTION OR PROFESSIONAL MEMBERSHIP

Institute or Professional Body	Level of membership

Please return the completed form to:

The Human Resources Department
 Hendre Limited
 St Hilary Court
 Copthorne Way
 Culverhouse Cross
 CARDIFF
 CF5 6ES

