

HTA GROUP LIMITED

JOB APPLICATION FORM



Please complete this accurately, giving as many details as possible for your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the applicants specification and/or CV.

Please ensure the finished form is signed, dated and returned. We are unable to accept forms returned as email attachments without a signature.

Please complete the form in black ink and BLOCK CAPITALS.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates.
Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR

Job Title
Department
Reference Number
Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title	Surname	First name(s)
Home Address		
Post Code		
Telephone Nos: please include full STD code		
Home		
Work		
Mobile		

email address

Do you hold a current driving licence?	Yes / No	Is it clean?	Yes / No
Is there anything concerning your medical history or state of health that is relevant to your application?	Yes* / No. *If you answer Yes please supply details on a separate sheet of paper		
Are there any restrictions regarding your employment? E.g. do you require a Work Permit?	Yes* / No *If you answer Yes please supply details on a separate sheet of paper		
Have you suffered from any major illness?	Yes* / No *If you answer Yes please supply details on a separate sheet of paper		
Number of days illness in the last 2 years?			
Are you willing to work overtime & weekends when required?		Yes / No	
Have you previously been employed by HTA?	Yes / No	If yes, when?	
Please give names of relations or friends employed or previously employed by HTA			
How soon could you commence your new employment?			
Details of any holiday commitments during the next 12 months			

2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience/Skills*

1. Current/most recent Employer/Organisation

Name			
Address			
Job Title			
Brief description of duties			
From			Leaving salary
To			
Reason for leaving/changing			

2. Employer/Organisation

Name			
Address			
Job Title			
Brief description of duties			
From			Leaving salary
To			
Reason for leaving/changing			

3. Employer/Organisation

Name			
Address			
Job Title			
Brief description of duties			
From			Leaving salary
To			
Reason for leaving/changing			

4. Employer/Organisation

Name			
Address			
Job Title			
Brief description of duties			
From			Leaving salary
To			
Reason for leaving/changing			

3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

[illegible]

4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post

[illegible]

5. EXPERIENCE/SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper. After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

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6. PERSONAL QUALITIES

Foreign Languages spoken
Computer Skills
Interests/Hobbies etc

7. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name
Position
Organisation
Address
Tel

2. Name
Position
Organisation
Address
Tel

8. CRIMINAL CONVICTIONS

Do you have any criminal convictions?	Yes / No
If Yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974.	

9. DECLARATION AND SIGNATURE

I acknowledge that any misrepresentation or failure to disclose material facts, may constitute grounds for immediate dismissal and/or legal action. I confirm to the best of my knowledge that all information supplied herein is correct. I will give my assistance to obtain continuous record of written evidence confirming that there is nothing in my background that would reflect adversely upon my suitability for the proposed employment. I am prepared to obtain, under the Data Protection Act, 1984, a Person Record, if requested. I authorise any approach to former employers, government departments, personal referees, etc., for verification of my career and employment record.

Signed

Date

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HTA GROUP LIMITED

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