

STANWAY FABRICS & INTERIORS LTD.

APPLICATION FORM

All information given will be treated in the strictest confidence. Continuation sheets may be added if necessary, but please attach no other documents.

1. Position applied for:

2. Personal details:

Surname:	Telephone number (home)
Forename(s):	Telephone number (work)
Title:	Telephone number (mobile)
Address:	Email address
Postcode:	

Can we contact you at work?	Yes	No
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Do you have the right to work in the UK? NB the company will require proof of this right before an offer of employment can be confirmed – eg. birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996	Yes	No
Do you have a clean, current driving licence?	Yes	No
Do you have a car/access to a car for business use?	Yes	No

3. Employment: (Please list chronologically, starting with current or last employer, and accounting for any gaps)

Name and address of employer and nature of business	From: To:	Job title and job function/responsibilities	Final salary and reason for leaving

4. Education: (Please list chronologically, starting with the most recent)

From	To	Name of institution	Examinations taken and qualifications gained (specify grade/level)

5. Professional/technical/management qualifications

Professional/technical/management qualifications	Course details

6. Training and development: details of training or development courses attended and awards achieved, including dates, if appropriate

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9. Rehabilitation of Offenders Act 1974:

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes No

If yes, please give details/dates of offence(s) and sentence

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10. Disability Discrimination Act 1995:

Section 1 of this Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long term effect on his/her ability to carry out normal day-to-day activities’.

Using this definition, would you consider yourself to be disabled? Yes No

If yes, do you require any special arrangements to be made to assist you if called for interview?

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11. Health:

Successful applicants will be required to complete a detailed medical questionnaire.

Number of days sickness in last two years	
Number of periods of sickness in last two years	

12. Referees:

Please give details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval:

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone number:	Telephone number:
Nature of relationship:	Nature of relationship:

13. Verification of information:

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or, if not discovered until after my appointment, in dismissal. If you return this form by email without a signature you will be assumed to have accepted the above declaration.

Signature:

Date:

Thank you for completing this application. Please now submit it either by email, to giles@stanwayfabrics.co.uk, or by post, to:

Giles Norbury
Stanway Fabrics & Interiors
Shipton Hall Barn
Shipton
Nr. Much Wenlock
Shropshire
TF13 6JZ