

Numatic Application Form

Position Applied For:

Name of referring Numatic employee if applicable:

Personal Information

First Name:

Surname:

Address:

Postcode:

National Insurance Number:

Mobile Number:

Home Telephone Number:

Email Address:

Employment History

Current or Most Recent Employer

Name of Employer:

Position Held:

Brief Outline of Duties:

Reasons for Leaving:

Employment Dates

Start Dates: (Month/Year)

 /

Leaving Dates: (Month/Year)

 /

Salary upon leaving this post:

Employment History

Previous Employer

Name of Employer:

Position Held:

Brief Outline of Duties:

Reason for Leaving:

Employment Dates

Start Dates: (Month/Year)

 /

Leaving Dates: (Month/Year)

 /

Salary upon leaving this post:

Employment History

Previous Employer

Name of Employer:

Position Held:

Brief Outline of Duties:

Reason for Leaving:

Employment Dates

Start Dates: (Month/Year)

Leaving Dates: (Month/Year)

Salary upon leaving this post:

Education and Qualifications - Secondary School

Name of **Secondary School**:

Date Attended from: (Month/Year)

Date Attended to: (Month/Year)

Qualification(s):

Grade Achieved:

Date Obtained:

Education and Qualifications - College

Name of **College**:

Date Attended from: (Month/Year)

/

Date Attended to: (Month/Year)

/

Qualification(s):

Grade Achieved:

Date Obtained:

Please complete the University Section if you have studied to this level. **Otherwise, you can leave it blank.**

Education and Qualifications - University

Name of **University**:

Date Attended from: (Month/Year)

/

Date Attended to: (Month/Year)

/

Qualification(s):

Grade Achieved:

Date Obtained:

Additional Qualifications

Have you undertaken any other formal training or qualifications other than those you have mentioned above?

If so, please detail here:

Professional Membership

Are you currently a member of a Professional Bodies?

Yes

No

If **YES**, please list the bodies with which you have a **Professional Membership**:

Criminal Convictions

The **Rehabilitation of Offenders Act 1974** is a piece of legislation that exists to support reformed offenders back into employment. It enables some minor offences to become 'spent' after a set period of time. Once the offence has been 'spent', for most purposes the individual is considered fully rehabilitated and treated as though they had never committed or been charged with the crime.

At Numatic, we only ask applicants to disclose convictions which are not yet 'spent' under the **Rehabilitation of Offenders Act 1974**. If you are unsure as to whether your convictions are 'spent', please seek definitive legal advice prior to completing this section.

Based on the information above, please answer the following question.

Do you have any 'unspent' convictions?

Yes

No

If you have answered **YES**, please provide detail of your criminal record in the box below:

Suitability for the Role

Why have you applied for **this role**?

What skills and attributes do you have that are relevant to the position for which you have applied? **Please refer to the person specification of the role when completing this answer:**

References

Please provide the details of **two** appropriate referees, one of which should be your current or most recent employer. If you haven't been employed previously, then please provide the details of someone who could provide you with a character reference. This **excludes relatives** but can include individuals such as a school tutor or lecturer.

Name of Referee:

Telephone Number: Relationship to you:

Email Address: Address:

Name of Referee:

Telephone Number: Relationship to you:

Email Address: Address:

Declaration

I declare that the information provided on this application is, to the best of my knowledge, true and complete. I understand that any falsification or deliberate omission of information could result in disqualification of my application or ultimately my dismissal, should I be successfully employed by Numatic International Ltd.

I can confirm that I am entitled to work in the UK and can provide original documentation to verify this. I understand that my employment is subject to references that are satisfactory to Numatic International Ltd and I consent to Numatic International Ltd processing my data for the purpose of employment.

Consent

I consent to Numatic International processing my personal data for the purpose of gaining employment. If unsuccessful in my application I understand that the Company will keep my details for a period of 12 months and may consider me for future opportunities during this time. After 12 months my data will be destroyed. I understand I can withdraw my consent at any time.

OR

I do not consent to Numatic International keeping my personal data should I be unsuccessful.

Signature:

Date:

On completion of this form, please return to Jobs@numatic.co.uk

If you are unable to email, please post to:
Resourcing Team - HR, Numatic International, Chard. TA20 2GB

If you have any queries regarding this, please do not hesitate to contact us at jobs@numatic.co.uk or alternatively ring the Resourcing Team on 01460 269252

