



## Central Scotland Joinery Ltd

Unit 1 Ochilview Business Park, Laurieston, Falkirk, FK2 9PJ

Telephone: 01324 676 000 Fax: 01324 676 001

### **PLEASE WRITE IN BLOCK CAPITALS USING A BLACK PEN**

**RETURN TO: RECRUITMENT, CENTRAL SCOTLAND JOINERY, UNIT 1, OCHILVIEW BUSINESS PARK, FALKIRK, FK2 9PJ**

APPLICANT INFORMATION			
Last Name		First	Date
Street Address			
City		Post Code	
Phone		E-mail Address	
Position Applied For			
Notice Period			
Are you a citizen of the UK?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, are you authorized to work in the UK?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, when?			
Have you ever been convicted of a crime*?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain			
Do you have a full UK driving license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>*Crimes unspent under UK law are required only.</i>			

EDUCATION AND TRAINING			
High School		Address	
From	To	Did you gain any qualifications? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please state subject, grade & level in the line below
College / Uni		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Details
Additional Qualifications / Training			



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REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	£	Ending Salary    £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	£	Ending Salary    £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone (    )	
Address		Supervisor	





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### **Employment Application Terms and Conditions**

Your application is scored using an internal system developed to ensure a fair and accurate selection process. Should you be unsuccessful in being offered an interview, we shall write to you within 28 days. Unfortunately we will be unable to provide individual feedback due to the volume of applications per post.

Should your application be successful, we shall invite you to a formal interview within 28 days. You may be asked back for a second formal interview also.

Your application will be kept on file for a period of six months. It will not be reviewed for new job opportunities therefore we ask you to check our website recruitment section – [www.centralscotlandjoinery.co.uk/recruitment](http://www.centralscotlandjoinery.co.uk/recruitment) - and reapply for any position you wish to be considered for. We occasionally advertise positions elsewhere, including newspaper publications and job websites.

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### **DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I also agree to the terms and conditions set out above.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in Central Scotland Joinery Ltd terminating any contract offered.

I agree that Central Scotland Joinery Ltd reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and to obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau / Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signature

Date



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### **PLEASE SUBMIT THIS FORM SEPARATE TO YOUR APPLICATION**

**RETURN TO: APPLICATIONS, CENTRAL SCOTLAND JOINERY, UNIT 1, OCHILVIEW BUSINESS PARK, FALKIRK, FK2 9PJ**

#### **EQUAL OPPORTUNITIES**

Central Scotland Joinery Ltd are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information...

SEX                    MALE     FEMALE

DATE OF BIRTH

ETHNICITY

ENGLISH     SCOTTISH     WELSH     IRISH

ANY OTHER WHITE BACKGROUND.....

WHITE AND BLACK CARRIBEAN     WHITE AND BLACK AFRICAN     WHITE AND ASIAN

ANY OTHER MIXED BACKGROUND.....

INDIAN     PAKISTANI     BANGLADESHI

ANY OTHER ASIAN BACKGROUND.....

CARRIBEAN     AFRICAN

ANY OTHER BLACK BACKGROUND.....

CHINESE

ANY OTHER BACKGROUND.....

Signature

Date