



Job Application Form

Please complete all sections of the form in black ink only and capital letters.

1 POST DETAILS		
Position applied for:	Reference No:	

2 PERSONAL DETAILS		
Surname:	Forename/s:	Title:
Address and Postcode:		National Insurance No:
		E-mail Address:
		Mobile No:
Telephone No. (Home)	Telephone No. (Business)	Do you require a permit to work in the UK?

3 DISABILITY	
Score welcomes applications from people with disabilities. All applicants who consider themselves disabled will be guaranteed an interview if they meet the essential criteria.	
Disabled <input type="checkbox"/> Not Disabled <input type="checkbox"/>	
Please give details, including any special requirements you may have in undertaking the duties of the post and attending an interview.	

4 ADVERTISEMENT SOURCE	
Where did you see this vacancy advertised?	
If newspaper, please state which one?	

5 DATA PROTECTION ACT 1998	
The information on this form will be used for the purposes of selection for employment. Access to the data will be restricted to Human Resources personnel and the interview panel. If you are appointed, the application form will be placed in your personal file and the information stored in the computerised personnel system.	
CONSENT: I hereby consent to the processing of the data in accordance with the current Data Protection legislation.	
Signature:	Date:

6 DECLARATION (please read carefully)	
I understand that:	
<ul style="list-style-type: none"> • Appointment to this post is conditional on the information supplied with my application being correct. • Where canvassing or deliberate statement of false information is found to have occurred, and if appointed, you shall be liable to be dismissed without notice. 	
Signature:	Date:

7 RECRUITMENT POLICY	
It is company policy to employ the most suitable candidate and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, marital status, disability or age.	

8 SECONDARY EDUCATION		
Schools Attended from age 11	Subjects	Results

9 FURTHER AND HIGHER EDUCATION						
List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting)						
College / University	Dates		Study Method		Qualifications Obtained & Grade(s)	Date Awarded/ Awaiting
	From	To	F/T	P/T		

10 MEMBERSHIP OF PROFESSIONAL INSTITUTES			
Name of Institute	Current Status		Date Awarded

11 PARTICULARS OF FORMAL TRAINING OR APPRENTICESHIPS	
Particulars (continue on separate sheet if necessary)	

12 OTHER INFORMATION	

13 PRESENT EMPLOYMENT	
It is not planned to do so, but would you have any objection to your current employer being contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and Address of Employer:	Date Commenced Employment:
	Present Salary:
Position Held:	Notice Required:
Current Duties:	

14 PREVIOUS EMPLOYMENT (List in order, with most recent employer first) (continue on a separate sheet if necessary)				
Dates		Name and Address of Employer	Position Held and Nature of Duties	Reason for Leaving
From	To			

15 Please give details of any relatives or friends within the organisation

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16 Please give details if you have previously worked for the organisation

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17 Please give details of hobbies, interests or pastimes etc

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18 REFEREES

Name, Address and Occupation of two referees. One of these referees should be your current or most recent employer.
**Please tick the box below if you have any objections to a referee being contacted prior to interview*

1. Name and Address of Referee:		2. Name and Address of Referee:	
Phone No:		Phone No:	
Occupation:		Occupation:	
	*		*

19 REHABILITATION OF OFFENDERS ACT 1974

The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975, as amended. Applicants are therefore not statutorily entitled to withhold information about convictions which for others are "spent" under the provisions of the Act. Declaration of any convictions will not in itself debar you from being considered for the post.

You are however, informed that failure to bring any conviction to the notice of the company could lead to disciplinary action, including summary dismissal where appropriate.

If you have ever been convicted of a criminal offence, please give details in a sealed envelope with your name and marked confidential.

20 EXPERIENCE, SKILLS AND TRAINING

State how your experience, skills and training both inside and outside work (position of responsibility etc.) make your application for the post particularly relevant. Continue on a separate sheet if necessary.

[Large empty box for writing experience, skills and training]



INVESTOR IN PEOPLE

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

**Human Resources Department
Score (Europe) Limited
Glenugie Engineering Works, Peterhead
AB42 0YX
Tel: 01779 480000 Fax: 01779 481100
E-mail: applications@score-group.com
Website: www.score-group.com**



Date Received	Date Acknowledged	Short List	References Received	Interview	Outcome