

# JOB APPLICATION FORM

Strictly Private & Confidential (SDK HR-03002.2)



Please read the Information Booklet for Job Applicants before completing this form.  
Complete ALL sections of this form using black or dark blue ink.

## VACANCY DETAILS

Job title:
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## YOUR NAME (BLOCK CAPITALS)

Title:	First Name(s):	Last Name:
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## CONTACT DETAILS (BLOCK CAPITALS)

Full postal address:	Telephone on which we can contact you: Day: Evening: Mobile:
Email:	

## EDUCATION AND TRAINING

Place of Education / Training	Dates (from – to)	Course & training details	Qualifications & Grades

## PROFESSIONAL QUALIFICATIONS / MEMBERSHIP

Professional body	Qualification / Membership level	Date attained

**CURRENT EMPLOYMENT (or most recent employer)**

Job title:	Date started:	Date left (if applicable):
Employer's name & address:	Full-time or Part-time?	
	If part-time, no. hours worked?	
Salary:		
Brief description of duties:		
Reason for leaving:		

**PREVIOUS EMPLOYMENT (starting with most recent)**

Dates (from-to)	Job title	Employer's name & address	Salary & Hours	Reason for leaving

LANGUAGE SKILLS (if applicable)

Which languages other than English do you speak and/or write fluently or well?  <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 80%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 15%; text-align: center;">Speak <input type="checkbox"/></div> <div style="width: 5%;"></div> <div style="width: 15%; text-align: center;">Write <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 80%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 15%; text-align: center;">Speak <input type="checkbox"/></div> <div style="width: 5%;"></div> <div style="width: 15%; text-align: center;">Write <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div style="width: 80%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 15%; text-align: center;">Speak <input type="checkbox"/></div> <div style="width: 5%;"></div> <div style="width: 15%; text-align: center;">Write <input type="checkbox"/></div> </div>	If you use Sign Language, please indicate B.S.L. level:  
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**DRIVING COMPETENCY** (if applicable)

Complete this section if applicable to the vacancy for which you are applying.

Do you have a current full driving licence that is valid in the UK? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>  If yes, please indicate the type of licence: Car <input type="checkbox"/> M/C <input type="checkbox"/> HGV class <input type="checkbox"/> Other <input type="checkbox"/> please specify:  Please give details of any endorsements or driving convictions (including pending convictions):  
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**CRIMINAL RECORD**

As part of its equal opportunities policy SDK Environmental Ltd welcomes applications from ex-offenders and a criminal record is not necessarily a bar to gaining employment.

Do you have any 'unspent' criminal convictions or police cautions? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> If yes, please give details						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date of offence</th> <th style="width: 45%;">Nature of offence</th> <th style="width: 35%;">Sentence or sanction</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Date of offence	Nature of offence	Sentence or sanction			
Date of offence	Nature of offence	Sentence or sanction				

Please note that for some vacancies we will require you to apply for a Disclosure from the Criminal Records Bureau (CRB) prior to you starting work with the company. If the job description of the position for which you are applying indicates that a CRB Disclosure is a condition of employment you will only be asked to apply for this if you are offered the job.

**OTHER INFORMATION**

Are you currently eligible to work in the UK? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
Have you previously worked for SDK Environmental Ltd? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> If yes, please give details:
Are you related to any employee of SDK Environmental Ltd? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span> If yes, please give details:
If this job is suitable for job-sharing would you consider this? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
How did you learn about this vacancy?

PERSONAL STATEMENT

Please give a summary of the knowledge, skills and experience you have to fill this position, showing how you meet the requirements detailed in the Job Description. (Continue on a separate sheet if necessary.)

REFERENCES

Please provide names and contact details of two referees, one of which must be your present or most recent employer.

REFEREE 1

REFEREE 2

Name:	Name:
Job title:	Job title:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
How do you know this person?	How do you know this person?
May we approach them before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION

I confirm that, to the best of my knowledge, the information provided on this form is correct. I understand that failing to provide relevant information or providing false or inaccurate information could, if I am appointed, lead to disciplinary action or dismissal. I give consent for the personal information divulged during this application process to be kept securely and used only for recruitment and monitoring purposes.

Signed:

Date:

Please return all completed forms to: HR Administrator, SDK Environmental Ltd, Acorn House, Aspen Way, Yalberton Industrial Estate, Paignton, Devon, TQ4 7QR  
Email: jcourtier@sdkenvironmental.com Fax: 08444 828340 Telephone: 08444 828321