



SG Controls Ltd  
 Newton Hall  
 Town Street  
 Newton  
 Cambridgeshire  
 CB22 7ZE

recruitment@sgcontrols.co.uk

## APPLICATION FOR EMPLOYMENT

Position applied for: \_\_\_\_\_

### OFFICIAL USE ONLY

Date Received : _____	Action :	Pursue	_____
		Reject	_____
		Hold	_____

### 1. Personal Details

Title: \_\_\_\_\_

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Are you currently eligible for employment in the UK? **Yes / No**

Can you prove you have the required authorisation or work visa in the EU?

Please circle where applicable:

**Yes,** I can prove I am a EU citizen or currently have an EU work permit

**No,** I am not currently in possession of an EU work permit

*(Note : if yes , you will be required to produce appropriate and satisfactory evidence)*

## 2. Education and Qualifications

Secondary School:

Subject studied	Grades achieved	Date

University/College:

Subject studied	Grades achieved	Date

Membership of professional or technical associations :

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### 3. Employment Record

Please list your employment history since leaving full time education and account for any period during which you were not employed. Alternatively attach your CV with these details.

From:		To:		Job Title:
Company Name:				Address:
Contact name and details for reference:				
Can this referee be contacted prior to interview?				
Description of duties:				
Notice Period/ Reason for leaving:				

From:		To:		Job Title:
Company Name:				Address:
Contact name and details for reference:				
Can this referee be contacted prior to interview?				
Description of duties:				
Reason for leaving:				

From:		To:		Job Title:
Company Name:				Address:
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Reason for leaving:				

From:		To:		Job Title:
Company Name:				Address:
Contact name and details for reference:				
Can this referee be contacted prior to interview?				
Description of duties:				
Reason for leaving:				

#### 4 Character Reference

Please give the name and address of a responsible person who we can approach for a character reference. This person should have known you for at least three years and should not be a present or previous employer, but may include friends and colleagues.

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

#### Employment and Personal References:

References will be sought from sections 3 and 4 to cover the last 5 years of employment. Unless you record a specific objection in Section 3 we will reserve the right to communicate with your past and current employers.

#### 5. Skills and Interests

Please list any additional skills and abilities you have that may be relevant to the position.

Interests and hobbies:

Please also detail any significant foreign travel experience (if applicable):

**6. Further Details**

Have you applied for a vacancy with SG Controls before? If so, for which job did you apply?

Do you have a current UK Driving Licence? **Yes/No**

Do you have a current Passport? **Yes/No**

If so, when does it expire? \_\_\_\_\_

Are you willing to travel both in the UK and abroad if required? **Yes/No**

**9. Declaration**

I hereby certify that the information contained in this form is, to the best of my knowledge, correct.

I am not aware of any circumstances which, if disclosed, might cause my fitness for employment to be questioned.

I understand that any wilful misstatement renders me liable to disqualification or to instant dismissal if engaged.

I understand that I may have to undergo a medical examination before I can be selected and I express my willingness to be so examined and to furnish the consulting physician with full details of my medical history.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Data Protection Statement**

The personal data provided on this form will not be passed to a third party without your consent.