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H Newton Hale & Sons Limited  
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VAT No. 163 7724 49

## APPLICATION FORM

(To be completed in applicant's own handwriting)  
PRIVATE AND CONFIDENTIAL

Post applied for:

### 1. PERSONAL INFORMATION

Surname (block letters):		Forename(s):	
Home Address:		Home Telephone No:	
		Work Telephone No:	
Postcode:		Mobile Telephone No:	
National Insurance Number:		Home e-mail Address:	

Date of birth:

Marital Status:

Children (ages)

Do you have any family/outside commitments which may affect your working hours?

Do you have literacy/numeracy difficulties which may affect your work? YES/NO

How soon are you able to start work?

May we, with discretion, telephone you at work? YES/NO

## 2. EDUCATION, APPRENTICESHIPS, TRAINING SKILLS, EXPERIENCE

Secondary Schools, Colleges attended	Dates		Qualifications gained or pending (state subjects with grade, level or class)
	From	To	
Training courses, developmental courses or Government training schemes	From	To	Qualifications gained or pending
Non-vocational experiences/skills which may be relevant to your application (e.g. family duties, voluntary work, First Aid and leisure interests)	From	To	Qualifications or certificates gained

## 3. PRESENT OR MOST RECENT EMPLOYMENT

Post title:	Date appointed:
Name and address of employer:	Period of notice required to terminate:
Postcode:	Leaving date and reason for leaving:
Telephone number with STD code:	Current wage / salary (if applicable):
<p>Please give a brief description of your duties and activities, including your responsibilities, accountability and achievements. In addition, if applicable, please state the reason why you would like to change your job. If you are unemployed or you are a school or college leaver, describe any experience or achievements that you feel are relevant. Include voluntary, spare time or project work.</p>	



## 5. OTHER INFORMATION

(Please answer the questions by circling or deleting YES or NO and giving the required details)

<p>Is your health generally good? YES/NO</p> <p>Have you consulted your doctor in the past year? YES/NO</p> <p>If 'YES' please give details:</p> <p>How many days sick leave have you taken in the last 2 years? (Those invited for interview may be required to complete a medical questionnaire)</p>	
<p>Please indicate how many days (if any) you have taken as parental leave per eligible child: _____DAYS</p> <p style="text-align: right;">N/A</p>	
<p>Do you have evidence of your entitlement to live and work in the UK? (For example, a National Insurance number, a birth certificate issued in the UK or Republic of Ireland or a passport confirming British Citizenship) YES/NO</p> <p>Do you need a work permit to allow you to work in the UK? (Those invited for interview are required to produce confirmatory evidence) YES/NO</p>	
<p>Have you ever been convicted of a criminal offence or been investigated or convicted for fraud? YES/NO</p> <p>(If "YES" please give details -you need not include motoring offences unless your licence has a current endorsement as a result of a conviction)</p>	
<p>Do you hold a current full UK Driving Licence? YES/NO</p> <p>What type of licence is it?</p>	
<p>Have you been involved in any driving accidents within the last five years? YES/NO</p> <p>If yes, please give details</p>	
<p>Do you have any driving endorsements? YES/NO</p> <p>If yes, please give details</p>	
<p>Do you consider yourself disabled under the Disability Discrimination Act ? YES/NO</p> <p>Do you consider yourself to have any disability that might require the Company to make adaptations in order for you to attend interview? YES/NO</p> <p>If 'yes', please give details:</p>	
<p>Do you have you any Medical History that we should be aware of, eg heart condition, epilepsy, diabetes, asthma, back problems? YES/NO</p> <p>If yes', please give details:</p>	
<p>Have you any obligations in respect of the Territorial Army / Reserve Forces / Fire Brigade or Police Service? YES/NO</p> <p>If 'yes', please give details:</p>	
<p>Please give brief details of your leisure activities, sports, hobbies, interests, etc.</p>	

How did you hear about this vacancy: Job Centre, word of mouth, advertisement or other? Please give details with name of publication:

## 6. REFERENCES

Please nominate two persons to whom we can apply for references concerning your suitability for this post. One should be your present employer or, if not applicable, your last employer. The other should preferably be a previous employer. If you are a school, college or university leaver, your head teacher or tutor should be nominated. **PLEASE PRINT THE DETAILS**

Name: Job Title: Address:	Name: Job Title: Address:
Daytime Telephone No:	Daytime Telephone No:
Relationship:	Relationship:
If you are short-listed for interview, may we contact your referees before the interview?	
Referee 1: YES / NO	Referee 2: YES / NO

## 7. DECLARATION

I declare that all the information I have given is, to the best of my knowledge and belief, true and accurate. I accept that any false statement may disqualify me from employment or render me liable to summary dismissal, and that I may have to produce documentary evidence of my qualifications and previous salary. Furthermore, I have not omitted any facts, which may have a bearing on my application for employment. I also understand that no offer, of employment made to me will be binding unless confirmed in writing. If I am appointed, I am content that the information from this form may be computerised for personnel and employee administration purposes in accordance with the Data Protection Act 1998.

Signed:

Date:

**Please return your completed application form with your Curriculum Vitae in an envelope to:**  
**H Newton Hale & Sons Limited**

Independence House  
47 – 61 Corporation Road  
Birkenhead  
Merseyside  
CH41 3NG

**Please note:** H Newton Hale & Sons Limited operate a non smoking policy on our premises and in our company vehicles