



Post Applied
for:

Date:

Job Application Form

Closing Date:

Interview Date:

Please complete this form fully using **black ink or type**. C.V. must be attached and are not accepted on their own. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone N^o:

National Insurance N^o:

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Can we contact you at work?

Yes

No

(for external candidates)

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving license valid in the UK?

Yes

No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.



Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving

(if no longer employed):

Did you receive any redundancy payment or retirement benefit?

Yes

No



Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business

Name of Employer:

Address:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Position Held:

Summary of duties:



Reason for leaving:

Name of Employer:

Address:

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary



Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional / Technical / Management Qualifications	Course Details

Membership of any Professional / Technical Associations - Please state level of Membership:

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Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Continue on a separate sheet if necessary



Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job Description. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary



Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offender's act 1974? Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 8 DBS/CRB police Checks

The following information may be required if the post you are applying for has a requirement for a DBS/CRB police check. i.e. Government Projects

Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:



Section 10 Health

Your current health is important to us, please indicate below.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. **No approach will be made to your present employer before an offer of employment is made to you.**

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>



Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by WJ Groundwater Ltd purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please **COMPLETE THIS SECTION OF THE APPLICATION FORM.**

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background (please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background (please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background (please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details):

F. I do not wish to provide this information



Section 12 Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as "physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities".

Do you consider yourself disabled?

Yes

No

If yes, please give details:

Present Status

Internal Applicant

External Applicant

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised

For Office Use Only:

Start Date:



Section 13 Declaration

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from WJ Groundwater Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

WJ Groundwater Ltd undertakes that it will treat any personal information (i.e. data from which you can be identified) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. By signing this form you give your consent for the data to be used by WJ in line with Article 5 and 6 of GDPR requirements.

If you are returning this form by email, you will be asked to sign your application at the interview.

RETURNING THIS FORM



By Hand or Post:

WJ Groundwater Limited
Unit 5, Abbots Business Park
Primrose Hill
Kings Langley
HERTS
WD4 8FR

By E-Mail:

Jyoti@wjgl.com

Enquiries:

Telephone: 0208 950 7256