

CONFIDENTIAL

ATL WAREHOUSING & DISTRIBUTION

Hangar House, Foston Park, Foston Derby DE65 5DJ

ATL IS AN EQUAL OPPORTUNITIES EMPLOYER

APPLICATION FORM

This form will contain personal data, which you will have given to use in support of your application for employment. If you join our company, the form will be included in your personal file, which will be kept securely in a central location. If you are unsuccessful, the form will be retained in a secure place for a period of 6 months to enable you to be considered for suitable alternative vacancies within ATL if appropriate. At the end of that time the form will be destroyed. Unless you notify the Human Resources Department at ATL to the contrary, we shall assume that you have given your consent to this retention of your personal information within the requirements of the Data Protection Act 1998.

Post Applied For:	
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Personal Information	
Surname (Block Capitals)	
Forenames	
Title (Mr, Mrs Miss, Ms etc.)	
Previous Names (if any)	
Current Address	Home Telephone Number
	Mobile Telephone Number
	E-mail Address
Names of relatives/friends employed by ATL (State relationship if applicable)	
Do you have the right to take up employment in the UK?	If no, please provide further details

Are you a car owner?	Do you have any motoring convictions? If yes, please give details
Do you have any outstanding personal injury claims?	
Do you have any outstanding claims against a previous employer?	

Education		
Name of school attended	Qualifications gained	
Further Education		
University, College, Institute Etc.	Courses/Subjects	Degree/Diploma/Certificate (state grade)

Previous Employment at ATL (if applicable)				
Position held	Salary	Reason for leaving	Dates	
			From	To

Current and Previous Employment (please provide last 5 year employment history)				
Position held	Salary	Reason for leaving	Dates	
			From	To

Describe briefly your main responsibilities within your last employment

References	
PLEASE SUPPLY DETAILS OF TWO REFEREES. At least one must be your present or a past employer, should you choose to nominate a second referee to supply a character reference they must be someone who has known you for at least 2 years and who IS NOT a family member, friend or neighbour.	
First Referee	<u>Full name and postal address</u>
Past Employer	

Second Referee	<u>Full name and postal address</u>
Past Employer/Character Referee* *please delete as applicable	

Additional Information
What do you expect the job you are applying for to involve?
Why does this role appeal to you? Please use this space below to say why you are interested in the post for which you are applying and why you believe that you are the best person for the role. Please provide any further information that may assist your application.

Have you made any previous application to the Company? If so when and what was the outcome?

How many weeks' or months' notice do you have to give your current employer?

What are your salary expectations?

Do you smoke?	
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Criminal Disclosure and Rehabilitation of Offenders Act Exceptions Order 2001
You do not have to disclose details of spent convictions. If you do not have an unspent conviction or have no convictions at all to disclose, write "no convictions" in the section below. If you are unsure whether your convictions is spent or not, you will need to contact the appropriate authority before completing this section. <i>If you do not disclose any known unspent convictions on your application form and we subsequently discover you have relevant convictions, your offer of employment will be withdrawn or your contract of employment will be terminated.</i>

Unspent Convictions	
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If you answered Yes to the above, please complete the following
Date
Court/Police Station which dealt with the matter
Offence
Result

Please give details of any charge or summons at present outstanding against you

I sign that the above is a true statement.

Please use the electronic signature function if this is available to you. If not you will be required to sign at the point of interview.

Signature:

Declaration

I declare that the information that I have given on this form is to the best of my knowledge true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or if I have already been appointed I may be dismissed. I hereby give my consent to the company processing the data supplied on this application form for the purpose of recruitment and selection.

Signature

Date

Please use the electronic signature function if this is available to you. If not you will be required to sign at the point of interview.

HR
Form No. 4
Issue 1
Date 01/08/2015