



Confidential Application Form

Please complete all sections of this form in **BLOCK CAPITALS**. Do not leave any blanks and continue on a separate sheet where necessary.

Once completed please send to the HR Department at the address below.

1. **POSITION APPLIED FOR** _____

2. PERSONAL DETAILS

| | | | |
|------------|----------------------|--------------------|----------------------|
| Surname | <input type="text"/> | Title | <input type="text"/> |
| Forename/s | <input type="text"/> | Telephone Numbers: | |
| Address | <input type="text"/> | Home: | <input type="text"/> |
| | <input type="text"/> | Work: | <input type="text"/> |
| | <input type="text"/> | Mobile: | <input type="text"/> |
| Post Code | <input type="text"/> | E-mail: | <input type="text"/> |

National Insurance number:

Would you require a work permit to take up this position Yes No
UK and EEA citizens do not require a work permit.

To comply with the company's normal retirement age of 65, it is company policy not to recruit employees who are over the age of 64yrs 6months.

Please indicate if your age is below this limit. Yes No

Do you have your own transport? Yes No

Do you have a current driving licence? Yes No

3. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please give details of all education and professional qualifications attained that are relevant to the position applied for.

| Date Obtained | Name of Further Education Establishment/s | Qualifications Gained with Grades |
|------------------------------------------|-------------------------------------------|-----------------------------------|
| | | |

Please give details of any Memberships of Professional Institutions that are relevant to the position applied for.

| Name of Institution | Current Status | Date Awarded |
|---------------------|----------------|--------------|
| | | |

4. EMPLOYMENT HISTORY

Please give details of your **present/last** employer

| Name of Present/Last Employer | Position Held | Start Date |
|--------------------------------------------------|----------------------------------------|------------|
| Brief description of duties and responsibilities | | |
| Current Salary | Period of Notice Required/Leaving date | |

Please give details of your **previous** employers

| Employer's Name | Position Held | Start Date | End Date | Reason/s for Leaving |
|-----------------|---------------|------------|----------|----------------------|
| | | | | |

5. HEALTH

Are you in good health?

Yes

No

Please give details of any absences you have had from work in the last 12 months:

| |
|--|
| |
|--|

6. RELEVANT EXPERIENCE

Please give the reasons for applying for this post and provide details relating to your skills, experience and personal qualities that may be relevant to the job. *Please continue on separate sheet if necessary.*

7. ADDITIONAL INFORMATION

Have you ever been convicted of a criminal offence? Yes No

If yes, and the offence is not considered spent under the Rehabilitation of Offenders Act 1974, please give details:

Have you applied to us previously? Yes No

If yes, please state date and vacancy:

Have you been invited for a test or interview previously? Yes No

Are there any dates when you will not be available for interview eg. holidays?

Interests eg. Hobbies, sports, membership of clubs/societies etc:

8. REFERENCES

Please give the names and contact details of two referees (not a member of your family), one of whom should be your present/last employer. The references should cover the past two years' experience. If you are in, or have just completed full time education, one referee should be from your school/college/university.

No approach will be made to your present employer without your permission

| | |
|-------------------|-------------------|
| Name: | Name: |
| Address: | Address: |
| Position held: | Position held: |
| E-mail address: | E-mail address: |
| Telephone number: | Telephone number: |

9. DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, complete and correct. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

I understand that any offer of employment is subject to satisfactory references, medical clearance and immigration control under Section 8 of the Asylum & Immigration Act 1996. I consent, under the Data Protection Act 1998, to Filtronic retaining the information on this application form for the purpose of processing my application and so that I may be considered for future vacancies that may arise. The Company is obliged to release personal details to law enforcement agencies, on request.

Applicants Signature _____ Date _____

Office use only

| Test Results | Raw Score | Percentile | Grade |
|--------------|-----------|------------|-------|
| Spatial | | | |
| Perception | | | |
| Parts | | | |

RBI/Interview _____ Reason for rejection _____

1st interview _____ RAI/HAI/2nd _____ RAI/HAI/offer _____

Medical _____ Reference permission granted _____

References requested. 1st _____ 2nd _____



Equal Opportunities

Filtronic is an Equal Opportunity Employer. Job applicants are treated on the basis of their relevant qualifications, merits and abilities and are not treated less favourably on the grounds of sex, marital status, age, disability, religion, race, colour, nationality or ethnic origins.

It is necessary to undertake detailed monitoring of all applications in order to check the effectiveness of our policy. This requires the collection of relevant information. This information will be used for statistical purposes only and will not be made available to those involved in the selection process.

Name _____ Position Applied For _____
(For HR administrative purposes only)

Please complete the form by marking the appropriate boxes

1. Gender Female Male
2. Date of Birth
3. Marital Status Single Married/Civil Partner Divorced/ Separated Widowed
4. Nationality
5. Ethnic Origin

White

- British
- Irish
- Other white, please specify

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Other Asian, please specify

Mixed

- White and Black Caribbean
- White and Black African
- White and Black Asian
- Other mixed, please specify

Black or Black British

- Black Caribbean
- Black African
- Other Black

Chinese or other ethnic group

- Chinese
- Other, please specify

6. Disability, would you describe yourself as disabled? Yes No

7. How did you hear of this vacancy?

- Web site
- Media (Please specify) _____
- Job Centre
- Other (Please specify) _____