



FRS01 - EXTERNAL APPLICATION FORM

Application for employment

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Please do not separate any part of the form.

Where the application is successful the organisation may wish to process this information for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of GDPR (2018). The Company may pass this application form to other suppliers/sub-contractors where skills are suitably appropriate and retained on record for a 6 month period.

Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

On completion please return this form to:

HR Department, Cammell Laird Shiprepairs & Shipbuilders Ltd, Campbeltown Road, Birkenhead.
CH41 9BP or alternatively email to recruitment@cammell-laird.co.uk

POST APPLYING FOR					
How did you hear about the vacancy?					
Have you applied to the organisation before?		YES/NO			
Please provide details					
Are you currently eligible for employment in the UK?		YES/NO			
Documentation to confirm this	PASSPORT	EU ID CARD	FULL BIRTH CERTIFICATE	RIGHT TO WORK IN UK	OTHER VISA
Have you ever been convicted of a criminal offence?		YES/NO			

Please provide details (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

PART 1 : PERSONAL INFORMATION

NAME	
ADDRESS	
CONTACT NUMBER	
EMAIL ADDRESS	

PART 2 : GENERAL



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Do you hold a current driving licence?	YES	NO	
What type of licence do you hold? (Full, Learner, HGV, PCV)			
Is your driving licence free from endorsements?	YES	NO	
<p>Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)</p> 			

Are there any adjustments that may be required to be made should you be invited for interview?
If Yes, please provide details:

Please provide 2 people who can provide references, one of whom should be a present / previous employer.

NAME		NAME	
ADDRESS		ADDRESS	
CONTACT NO		CONTACT NO	
EMAIL		EMAIL	
OCCUPATION		OCCUPATION	
CONTACT IMMEDIATELY? YES / NO		CONTACT IMMEDIATELY? YES / NO	



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PART 3 : EMPLOYMENT HISTORY

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer. ***Please leave blank if you have included your CV.***

Name and Address of employer along with nature of business	Job title, key responsibilities & achievements	Reason for leaving and date of leaving



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PART 4A : EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership.

PART 4B : APPRENTICESHIP TRAINING**PART 4C : PERSONAL DEVELOPMENT**

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, without comes where applicable.

NAME – COURSE / INSTITUE ETC.

RESULT

MISC.

PART 4D : OTHER INFORMATION YOU MAY WISH TO ADD TO YOUR APPLICATION

**FRS01 - EXTERNAL APPLICATION FORM****DATA PROTECTION SUMMARY**

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (if this is required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

SIGNATURE**DATE**