

# APPLICATION FOR EMPLOYMENT

CVs will only be accepted in conjunction with a completed application form.

**PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

Position applied for	
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**PERSONAL DETAILS**

First name		Surname	
Home tel no.		Mobile tel no.	
Address			
Email address			

Are there any restrictions on your right to work in the UK? YES/NO (delete as appropriate)  
If yes, please give details.

Can you provide original supporting documents? YES/NO (delete as appropriate)  
(see current list on [www.gov.uk](http://www.gov.uk))

Subject to declaration under the Rehabilitation of Offenders Act 1974, please give details of any criminal offence you have been convicted of.

How did you find out about this vacancy?

Do you require any reasonable adjustments to be made in order to assist you with our recruitment process? If yes, please give details.

Are you available to work roles that operate on a shift rota basis? If so, please mark your availability.

If not, and you only wish to be considered for roles that operate Monday - Friday, 8am/8.30am-5.00pm, please leave this blank.

	6am-2pm	2pm-10pm	10pm-6am
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## EDUCATION

Name and address of School / College / University	Qualifications obtained and/or predicted

## PROFESSIONAL TRAINING

Details of training courses which you have attended, and you feel are relevant to the position	Qualifications

Do you hold professional membership with any organisations?	
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## EMPLOYMENT DETAILS

### PRESENT / MOST RECENT EMPLOYER

Name		Type of business	
Job title		Notice period	
Employed from		To	
Reason for leaving		Salary	
Type of work and responsibilities			

**PREVIOUS EMPLOYER**

Name		Type of business	
Job title		Salary	
Employed from		To	
Reason for leaving			
Type of work and responsibilities			

**PREVIOUS EMPLOYER**

Name		Type of business	
Job title		Salary	
Employed from		To	
Reason for leaving			
Type of work and responsibilities			

**REFERENCES**

Pease note, subject to your permission, contact will only be made following an offer of employment

Do you give permission for Heathcoat Fabrics to contact your current/most recent employer, and one other previous employer for a reference? YES/NO (delete as appropriate)

If yes, please provide an email address or business address for your chosen references.

**SUITABILITY FOR THE POSITION**

Please use this space to detail your suitability for the role, what has interested you in this role and any other information that may support your application

**FOR INTERNAL APPLICANTS ONLY - CURRENT LINE MANAGER COMMENTS**

Line manager name

Comments

Signed

**GDPR**

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to Heathcoat Fabrics Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

I also acknowledge that I have read and understood Heathcoat Fabric's privacy policy. A copy of which can be found online at <https://www.heathcoat.co.uk>

Signed	Date
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**Declaration**

I can confirm that to the best of my knowledge the above information is correct. I agree to the Company verifying the information given and I accept that providing deliberately false information could result in my dismissal.

Signed	Date
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Please return your completed application form to the address below:

Human Resources Department,  
Heathcoat Fabrics Limited,  
Westexe, Tiverton, Devon EX16 5LL

Tel: 01884 254 949  
Email: [human.resources@heathcoat.co.uk](mailto:human.resources@heathcoat.co.uk)  
Fax: 01884 244 325  
Web: [www.heathcoat.co.uk](http://www.heathcoat.co.uk)