



THOMAS ARMSTRONG GROUP APPLICATION FORM

Please complete this application form in ink and return via email to careers@thomasarmstrong.co.uk along with your CV, covering letter stating the reference number and job title in the email subject line.

Alternatively, you can send along with your CV and covering letter via post to FAO: Human Resources Department, Thomas Armstrong Group, Workington Road, Flimby, Maryport, Cumbria, CA15 8RY

JOB APPLYING FOR	
Job Reference Number:	
Post Applied For:	
Location Of Post Applied For:	

PERSONAL INFORMATION	
Title	
Forename:	
Surname:	
Current Address:	
Contact Telephone Number:	
Email Address:	
National Insurance Number:	

EDUCATION AND QUALIFICATIONS

From GCSE or equivalent to Degree Level in chronological order - you may use additional sheet of paper if required. **IT IS THE EMPLOYER'S POLICY TO VERIFY THE QUALIFICATIONS OF ALL SUCCESSFUL JOB APPLICANTS.**

Secondary Education (Name And Address)	
Qualifications / Grade:	
Further/Higher Education: (Name And Address)	
Qualifications/Grade:	

Other relevant training, professional qualification or work related skills (for example languages, shorthand etc.):

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Are you undertaking any course of study at present? (if so, please give details)

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Do you have any membership of any professional bodies? (if so, please give details)

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EMPLOYMENT HISTORY:

Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned.

Date From:	
Date To:	
Name and Address of Employer:	
Job Title & Brief Summary of role:	
Reason for Leaving:	

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What are your salary expectations?	
What is your current remuneration, including benefits entitlements?	

OTHER DETAILS	
What is the notice required in your present post?	
Are you available to work shift(s) and/or weekends, if necessary? (YES or NO answer required only)	
Are there any restrictions on your right to work in the UK? (YES or NO answer required only)	
If yes, please state restrictions and the expiry date of any permissions	
Do you have a full driving licence? (YES or NO answer required only)	
Do you have any current endorsements? (YES or NO answer required only)	
Do you have use of a car? (YES or NO answer required only)	
Where did you see the advertisement for the post?	
As a Company we operate a zero-tolerance approach towards drugs and alcohol misuse. Are you willing to undergo a screening test during our recruitment process? (YES or NO answer required only)	

DISABILITIES	
Do you require any special arrangements to be made for your Interview/assessment test on account of a disability? (YES or NO answer required only)	
If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment test and thus meet our obligations under the Equality Act 2010:	

SUPPORTING INFORMATION

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

REFERENCES

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer.

Please note that we will only contact your referees if we make you an offer of employment.

REFERENCE 1

Name:	
Address:	
Telephone:	
Email:	
Occupation:	
Time Known:	

REFERENCE 2

Name:	
Address:	
Telephone:	
Email:	
Occupation:	
Time Known:	

DATA PROTECTION

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

Thomas Armstrong (Holdings) Limited treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the job applicant privacy notice.

DECLARATION

I declare that the information given in this application is to the best of my knowledge complete and correct. *NOTE: Any false, incomplete or misleading statements may lead to dismissal.*

Signature:

Print Name:

Date: