



# Application for Employment

Please ensure all parts of the application form are completed in BLOCK CAPITALS

Post applied for:

## PERSONAL DETAILS

First name/s	Last name
Address	Home tele number
	Mobile tele number
	Email address
Postcode	National Insurance Number:

Do you hold a current, full valid driving licence? Yes / No

Have you ever applied to us for a job? Yes / No

Have you ever worked for us? Yes / No

If the answer to either of the above questions is "Yes" – when?

In which department, and what position?

## EMPLOYMENT HISTORY – Present or most recent employment

Name of employer:

Job title:

Salary:

Dates from / to:

Period of notice / date available to start:

Key responsibilities:

Reason for seeking new position / leaving:

## PREVIOUS EMPLOYMENT – please supply minimum of 5 years in total

<b>Start with the most recent</b> <i>including any unpaid or voluntary work. Use separate sheet if necessary.</i>			
Start & Finish dates	Job title and brief outline of duties	Name and address of employer	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

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## EDUCATION, TRAINING AND DEVELOPMENT

<i>Secondary school/college/university/apprenticeship including current studies, with the most recent first.</i>			
Schools Attended	Examination Subjects & Results Obtained or Expected		
Higher or Further Education Establishments	Qualification	Subject	Class of Honours / Grade Obtained

Please give details of any special training (i.e. post graduate research, technical courses, evening classes etc.) and any professional or commercial qualifications. Details of any apprenticeship served should be entered here. Please note that when applying for certain positions, original proof of apprenticeship and or professional qualifications where relevant, will be required if offered employment.

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Membership of professional, scientific or similar bodies:
Please give details of any further education currently being pursued with anticipated completion dates:

## OTHER INTERESTS

Please indicate any other interest or activities in which you take part:
Are you a member of the Territorial or any other Volunteer Reserve? Yes / No If "Yes" please give details:

## CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence? (Including any convictions outside the UK) other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.	Yes / No
If you answered "Yes" to the above question, please give full details. Continue on a separate sheet of paper if necessary.	

## REFERENCES

Please give details of two referees, one of whom should be your most recent employer and if possible be your manager. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend.

**A consent form will be issued to you, prior to any references being taken up.**

Referees Name:	Referees Name:
Company name & address:	Company name & address:
Tele no:	Tele no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

If you have anything more you would like to submit to support your application, please continue on a separate sheet

## DECLARATION

I declare that the particulars given or to be stated in support of this application are correct to the best of my knowledge and I understand that if found subsequently to be untrue, the Company shall be entitled to terminate any employment that may have been offered to me. Please sign below to state that you have read and fully understood this Declaration:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY STATEMENT

We take your privacy very seriously. You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. We will store your details securely on our database(s) and we will only use the personal information you provide to process your application and to monitor recruitment statistics. We will never share your details with third parties for recruitment or marketing purposes.

If your application for employment is unsuccessful we will keep your details on file for 6 months, should any similar positions arise. If your application is on spec we will retain it for 6 months, should any suitable positions arise. At the end of that period, or once you withdraw your consent, your data will be deleted and destroyed.

For further information please view our job applicant privacy notice on the recruitment page:

<https://www.emea.lambda.tdk.com/uk/about/tdk-lambda-recruitment.aspx>

Finally, please sign below to state that you have read and understood the Job Application Privacy Statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please also find enclosed a Medical and Right to Work Form which must be completed in full and returned to us, with the required documentation, as part of this application.