

Application Form

Confidential

Please use block capitals and complete in your own handwriting in black ink.

Please complete all sections, "refer to C.V." is not acceptable.

Please continue on a separate sheet if necessary. CV's will only be accepted in support of your application form. If you have any questions please contact us on 01902 576706 or email careers@torquilclark.com.

Vacancy applying for	Job reference number

1. Personal Details	
Mr/Mrs/Miss/Ms/Title	Surname
Forename(s)	
Address	
Postal Code:	
Daytime Tel. No.	Evening Tel. No.
Email Address	
National Insurance Number	_ _ / _ _ / _ _ / _ _
How many days off sick have you had in the last 2 years?	
Are you eligible to work in the UK	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a valid work permit	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state licence number

2. Secondary Education Details						
Name of Schools/Colleges	Dates From	Dates To	Subjects Taken	Level/GCSE O Level/A Level	Grade	Year

3. Higher Education

Please give details of any University course or further education undertaken and any qualifications gained. (You may continue on an additional sheet if required.)

University/College	Date From	Date To	Qualification

4. Additional Qualifications

Please provide details of any other qualifications gained/courses attended.

Course	Date	Qualifications

5. Career/Employment History

Please give details of your previous employment covering the time since you first left full time education or the last ten years, starting from the present or the most recent position and working backwards.

Name & Address of Employer	Position Held	Dates From & To	Key Accountabilities/Duties
Reason for leaving:			Notice Period:
Final Salary:			
Target (if applicable):		Target Achieved (if applicable):	

Name & Address of Employer	Position Held	Dates From & To	Key Accountabilities/Duties
Reason for leaving:			
Final Salary:			
Target (if applicable):		Target Achieved (if applicable):	

Name & Address of Employer	Position Held	Dates From & To	Key Accountabilities/Duties
Reason for leaving:			
Final Salary:			
Target (if applicable):		Target Achieved (if applicable):	

Name & Address of Employer	Position Held	Dates From & To	Key Accountabilities/Duties
Reason for leaving:			
Final Salary:			
Target (if applicable):		Target Achieved (if applicable):	

6. What do you know about the Torquil Clark Group?

7. What do you feel are the most important skills required to perform the role you have applied for?

8. Detail how your past work experience could benefit you in this role?

(You may continue on an additional sheet if required)

9. What are your career aims and ambitions?

(You may continue on an additional sheet if required)

10. Interests/hobbies and sports

(Please give details of your spare time interests and activities)

11. Criminal Records

Have you been convicted of a criminal offence other than spent conviction as defined by The Rehabilitation of Offenders Act 1974

Yes

No

If yes, please give details:

12. Data Protection Act 1998

By supplying the information contained in this application form, you are consenting for Torquil Clark Holdings Ltd and its subsidiaries to use this data for processing your application for recruitment and selection purposes, including the monitoring of related policies and procedures. We may contact you for any positions we deem suitable. Applications will be destroyed after 12 months from the date received.

I give authorisation to Torquil Clark Holdings Ltd and its subsidiaries to hold employee data on file

Yes

No

13. Where did you hear about this vacancy?

(please tick as appropriate)

Employment agency

Press advertising

(Please state which paper.....)

Recommended by a current employee

(Please state employee's name.....)

Website

Other

14. Declaration

I confirm that the information I have given is correct and I have not withheld any information that the company should be aware of. I understand that giving any incorrect or misleading information could lead to dismissal.

Signature

Date

For further information on careers at Torquil Clark please visit our website www.torquilclark.com/careers.

Equal Opportunities Monitoring Form

Torquil Clark Holdings Ltd and its subsidiaries is an Equal Opportunities employer and is committed to the implementation of employment practices which will ensure that no potential or current employee is treated less favourably on the grounds of Sex, Sexual Orientation, Marital Status, Race, Nationality, Ethnic Origin, Colour, Religion and Belief or Disability or any other grounds which cannot be justified.

To help us monitor our policy please complete the sections below by indicating your option with an **X** in the appropriate box. The information given will be treated in the strictest confidence, and does not form part of the selection process.

GENDER

Male Female

AGE

Age 16-18 26-35 46-55
19-25 36-45 55 +

ETHNIC MINORITY

White

British
Irish
Other white

Mixed

White & Black Caribbean
White & Black African
White & Asian
Any other Mixed background

Asian

Indian
Pakistani
Bangladeshi
Any other Asian Background

Black

African
Any other Black background

Other Ethnic Groups

Chinese
Any other Ethnic Group not stated

DISABILITY

The Disability Discrimination Act 1995 (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse affect on the ability to carry out day to day activities”.

Do you consider yourself to have a disability? Yes No

Position applying for:.....