



JOB APPLICATION FORM

Position Applied For: _____

The following information will be stored on a secure server in the strictest confidence and will only be accessible by trained data handlers. The data will be used to assess your suitability to join D W Electrical. This information will be retained for one year and then confidentially destroyed or, if successful will be held on your personnel file.

PERSONAL

Please complete using BLOCK CAPITALS

Surname:		First Name(s) :		
Address :				
			Postcode :	

Contact Tel No:		Email address:	
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Full Driving Licence :	YES/NO
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Have you any convictions (including spent convictions under the Rehabilitation of Offenders Act 1974)?	YES/NO
If YES, please give full details	
Have you applied for employment with this Company before:	YES/NO
Do you need a work permit to take up employment in the UK?	YES/NO
How much notice are you required to give your current employer?	

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable). I am aware that I am responsible for ensuring that up to date information is held by informing DW Electrical Ltd of any changes to my personal information. I have the right to request a copy of the information and request that it destroyed securely at any time.

Signed :		Date:	
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