



# Application for Employment

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Position applied for:

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Location:

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Surname:

Forenames:

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Date and place of birth:

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National Insurance No:

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Home address:

Temporary address (if different):

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Tel No:

Tel No:

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Next of Kin (full name):

Contact address:

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Relationship:

Tel No:

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How did you learn of this vacancy?

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How many days sickness have you taken in the last 2 years?

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What is your general state of health?

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Is your ability to perform the particular job for which you are applying limited in any way?

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If so, please give details

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How can we assist you in relation to these limitations?

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Are you related to any current or past employee of Primatemp Ltd YES/NO

If yes, please give details

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Have you ever been convicted of a criminal offence? YES/NO

If yes, please give details. You need not disclose offences which are regarded as 'spent' under the Rehabilitation of Offenders Act 1974 but should include any others, including motoring offences.

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Nationality:

\*\* If you are an EU national or a national of either Liechtenstein, Norway or Iceland, what is your present UK immigration status?

Tourist

Working holiday maker

Work Permit Holder

Other – Please state below

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\*\* Used only to satisfy "right to work" requirements under the Asylum and Immigration Act 1996

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For overseas employment, state:

Passport No:

Place of issue:

Date of issue:

Valid until:

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## Education, Training and Qualifications

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### Professional Institution

Professional Body:

Grade of Membership

Date Achieved:

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### Apprenticeship or Training Experience

Employer Name / Address:

From:

To:

Whether Indentured:

Type of Work Covered:

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### Further and Higher Education

College / University:

From:

To:

Examinations (subjects/grades) and qualifications:

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### Secondary School Education

From:

To:

Examinations (subjects/grades)

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**Employment History (Start with present or last employer)**

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Name/Address/Business of Last/Current Employer

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From:

To:

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Other benefits:

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Salary:

Starting £

per

Final £

per

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Reason for leaving:

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Notice required to leave:

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Describe your present duties and responsibilities including the number of people reporting to you:

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Dates employed:

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Full name and address of employer:

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Position(s) held and brief description:

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Dates employed:

Full name and address of employer:

Position(s) held and brief description:

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Dates employed:

Full name and address of employer:

Position(s) held and brief description:

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Dates employed:

Full name and address of employer:

Position(s) held and brief description:

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Have you ever worked for the Company before? If so, please provide details:

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**Details of business referees to cover your last two employers or the last three years, whichever is longer. \***

(\* Indicate whether we can contact them now, or only with your permission)

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Name:

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Address:

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Telephone No:

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Name:

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Address:

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Telephone No:

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Can you speak or write any foreign languages? (basic, competent, fluent or technical?)

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Give details of leisure interests, clubs, public duties or voluntary work in which you actively participate:

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Please add any further information you wish to support your application:

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**Declaration**

I confirm that the details in this application form are true and correct to the best of my knowledge. I understand that any false statement may disqualify me from employment or render me liable to summary dismissal.

Signed:

Date:

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**Note: The Asylum and Immigration Act 1996** requires us to inspect and copy a document confirming your eligibility to work in the United Kingdom. If you are not a British Citizen or a national of either Liechtenstein, Norway or Iceland, we will need to see your passport or a certified copy showing your right to work in this country.

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# Equal Opportunities

**Primatemp Ltd is committed to developing positive policies to promote equal opportunities in employment and prohibiting unfair discrimination on the grounds of sex, marital status, age, disability, race colour, national or ethnic origin.**

To ensure that these policies are carried out, **and for no other reason**, please complete this section along with your application for employment.

This information will remain confidential until after an appointment has been made. The ethnic origin criteria below are those used by the Office of Population Censuses and Surveys.

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Name:

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Post:

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Sex: Male / Female:

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Age:                      Date of birth:

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Marital Status:

Married       Single       Divorced

Widow/er       Separated

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Number / age of dependants:

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Ethnic Origin:

White                       Afro/Caribbean

Black African       Black/Other

Indian                       Pakistani

Bangladeshi                       Chinese

Other (please specify)

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Country of birth:

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Nationality:

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Dual nationality (please specify which):

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## Objectives

To ensure that the talents and resources of the Company's employees are utilised to the full and that no job applicant or employee receives less favourable treatment on grounds of sex, race, nationality, creed, disability, marital status or by conditions or requirements which cannot be shown to be justifiable.

## Policy

**Primatemp Ltd** therefore undertakes;

To recognise its legal obligations under the Race Relations Act, Sex Discrimination Act, the Equal Pay Act and the Disability Discrimination Act, and to observe as far as possible the Codes of Practice published by the Commission for Racial Equality and the Equal Opportunities Commission on employment.

To keep under review selection criteria, training criteria and procedures to ensure that employees are selected, trained, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.

To allow any employee who believes that they have suffered inequitable treatment within the scope of this policy to use the Company's Grievance Procedure.

In furtherance of working towards Equality in Employment, it is the Company's intention that our workforce shall, subject to ensuring their abilities are the best available, broadly reflect the racial mix of the population in the travel to work area of the workplace.

## Responsibilities

Specific responsibilities for implementing the Equal Opportunities Policy fall upon management. However all employees must accept their personal involvement in the practical application of the policy.