

**PLEASE COMPLETE THIS APPLICATION FORM IN BLACK OR BLUE INK ONLY.
ANSWER ALL QUESTIONS IN FULL. IF ANY QUESTIONS ARE NOT APPLICABLE PLEASE STATE N/A.**

Thank you for your interest in Advanced Processing Ltd. This application form is the first stage in the recruitment procedure and enables us to process your application without delay.

Due to the nature of Advanced Processing Ltd's business some searching questions may be asked to ensure all applicants meet our minimum selection criteria. All information will be treated with the strictest of confidence but will be subject to verification if your application proceeds beyond this stage. We are committed to our Equal Opportunities Policy, which ensures all applicants are given equal opportunity throughout the recruitment process.

Position applied for:

1. Person details:

Title (Mr, Mrs, Ms etc) and Forename(s) in full:	Surname (including maiden name if applicable):
Daytime/home telephone no:	Evening or mobile telephone no:
Current address:	Next of kin – (full name and address):

2.Previous addresses

From:	To:	Address – (include postcode if known)

3. Education:

Please give details of full and part-time education from secondary school onwards.

INSTITUTION	FROM	UNTIL	QUALIFICATION

4. Employment History:

For screening purposes, please list all employment including periods of unemployment, starting with the most recent first;

Employment From/to:	Company name, address And phone no:	Position held and Key tasks:	Reason for leaving:

5. Screening Issues

Convictions - Have you ever been convicted of any offence by a civil or criminal court? (Including any driving offences) Yes/No

Do you have any prosecutions pending? Yes /No

Have you ever received a formal caution from the Police? Yes /No

Have any of your family, near relative or common law partner ever been Convicted of a civil or criminal offence? Yes /No

Have you ever been dismissed from employment? Yes /No

If the answer to any of the above is yes, please give details and dates below:

6. Health:

Do you have a disability or a health problem that may effect the kind of work you are Applying for? If yes, please give details. Yes/No

7. References:

Employment is subject to the receipt of references that are acceptable to the Company.

PERSONAL REFERENCES – please give details of two people (not relatives) each of whom have known you well for at least the past two years and are prepared to give a personal reference.

Name:

Occupation:

Home Address:

Name:

Occupation:

Home Address:

8. Additional information

If you wish to provide any further information regarding your skills, experience and achievements are relevant to the post you are applying for, please continue on a separate sheet if necessary.

9. Declaration: (To be signed by the applicant)

I, _____ certify that to the best of my knowledge, the information I have given is complete and correct, and I understand that misrepresentation of facts are grounds for immediate dismissal, and renders me liable for prosecution.

I authorise the Company to approach any Government Agencies, former employees and personal references to verify the information given, and will supply a Statutory Declaration if required.

APPLICANTS SIGNATURE:

DATE:

Interview comments

NATIONAL MINIMUM WAGE

For certain positions, Advanced Processing Limited pays in accordance with the National Minimum Wage.

As this is determined by age, please see table below for the rate applicable to you.

16-17	£3.53
18-21	£4.77
22+	£5.73