



Goodwater Ltd
23-24 Ivanhoe Road
Hogwood Lane Industrial Estate
Finchampstead
Wokingham
Berkshire
RG40 4QQ

Tel: 0118 973 5003
Fax: 0118 973 5004

APPLICATION FOR EMPLOYMENT

Please complete all sections in blue or black ink.

Position Applied For:	Date:
When would you be available to start?	
Have you previously worked for us?	Y / N If yes, when:

PERSONAL DETAILS:		
Title:		
Surname:		
Forename(s):		
National Insurance Number:		
Address:		
Post Code:		
Telephone number (home):		
Telephone number (mobile):		
Email address:		
Driving Licence no.:		
Please list any driving offences currently under endorsement:		
Note: If you are invited to attend an interview and your driving licence is relevant to your application, please bring it with you		
Are you legally eligible for employment in the UK?	YES	NO
Are you able to provide evidence of your right to work in the UK?	YES	NO

Convictions:

Have you ever been convicted of a criminal offence (other than motoring offences) which is not regarded as a spent conviction under the Rehabilitation of Offenders Act 1974?

Please give details below:

EMPLOYMENT:

List below your present and past employment, beginning with the most recent engagement.

Name of Employer:

Address:

Post Code:

Telephone:

From:

To:

Starting Salary:

Leaving Salary:

Job Title:

Name of Manager:

Describe the work you did:

Reason for Leaving:

Name of Employer:

Address:

Post Code:

Telephone:

From:

To:

Starting Salary:

Leaving Salary:

Job Title:

Name of Manager:

Describe the work you did:

Reason for Leaving:

Name of Employer:	
Address:	
Post Code:	Telephone:
From:	To:
Starting Salary:	Leaving Salary:
Job Title:	Name of Manager:
Describe the work you did:	
Reason for Leaving:	

EDUCATION: Please give details of your most recent education.
School:
From: To:
Graduated/Last Level Completed:

QUALIFICATONS & TRAINING: Please list any qualifications and training you have received. <i>Include course dates under Details.</i>
Details:
Qualifications Gained:

EXPERIENCE & SKILLS:

Outline particular experience gained in previous positions or in activities outside of work that you feel show your aptitudes and skills for the position applied for. Also include any further information which you think may assist us in considering your application.

Interests:

Give details of your main interests and the depth to which these are pursued:

REFERENCES:

Please note that no approach will be made to your current employer for a reference without your permission. However, any job offer made will be subject to our receipt of satisfactory references and proof of qualifications where applicable.

May we contact your current employer for a reference? YES NO

CONTACTS FOR REFERENCE

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:
In what capacity is the above known to you?	In what capacity is the above known to you?

APPLICANT'S AGREEMENT:

Please read and sign below to accept the following undertaking:

To the best of my knowledge and belief, the information given above is correct. I understand that my application will be disqualified, or, after my appointment, disciplinary action considered, if I have knowingly given false information.

I agree that the Company may hold and use the information about me contained in this application, including any information which falls within the definition of "sensitive personal data" under the General Data Protection Regulations (GDPR) and the Employment Practices Data Protection Code, for the purposes of processing this application, and for personnel reasons if an offer of employment is made.

As part of the application process, I agree that, if necessary for the position I have applied for, my personal details can be passed on to a third party in order to undertake psychometric testing.

If on this occasion, no offer is made, I agree that the Company may keep a record of my application for up to 6 months.

Signature:

Date:

Equal opportunities

We are an equal opportunities employer. This application form does not contain any questions to (a) your place of birth / nationality; (b) marital status or children; (c) age; or (d) sexual orientation.

Questions on these matters will not normally be asked at interview, but if you are offered a position with us, this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the position and carrying out the full duties of the role.

The detachable questionnaire does not form part of your application. It will be kept separately from it and used only to monitor the effectiveness of the Company's Equal Opportunities Policy.

The Company strives to be an Equal Opportunities employer. The Company operates a policy with the aim of ensuring that unfair discrimination does not take place in recruitment, promotion and training. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested.

This information is confidential and does not form part of your application. This slip will be separated from your application when it is received, and the information will not be taken into account when making the appointment.

Date of Birth:/...../.....

Sex: Male Female Prefer not to say

Marital Status:

Married / Civil Partnership Co-Habiting Single
 Separated /Divorced Prefer not to say

Sexual orientation:

Homosexual Bisexual Heterosexual Prefer not to say

Do you consider yourself to have a disability?

A disability would be defined under the Equality Act 2010, as a physical or mental impairment that has 'substantial' and 'long-term' negative effect on your ability to do normal daily activities

Yes No

To which one of these groups do you consider you belong? (tick one only).

White Black African
 Black/Caribbean Asian
 Chinese Mixed heritage

Other (please specify)