



APPLICATION FOR EMPLOYMENT

Please return to **Watkiss Automation Ltd.**,
Watkiss House,
Blaydon Road,
Middlefield Industrial Estate,
Sandy, Bedfordshire, SG19 1RZ

Tel. 01767 685705
Fax. 01767 689902
E-mail. susanattew@watkiss.com

All information you supply is treated as **confidential**. It may be stored on computer for our records only.
Please complete this application form in full, even if you are attaching a CV. Please use BLACK or BLUE ink.

Position applied for	Salary Required
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Title	Surname	
First Names		
Full Address		
How long have you lived at this address?		
Telephone Home	Work	Mobile
Email Address		

Do you hold a current driving licence? YES/NO Please give details of any endorsements.	Do you own a car? YES/NO
Do you have any criminal convictions? If so, please give details.	
Please state the languages you speak and the degree of fluency (fluent, competent, rusty)	
Additional Information: Please use this space to add further information that you feel may support your application, including responsibilities and achievements in interests, hobbies and sports.	



Secondary Education - Schools attended since age 11 (in chronological order)						
Dates (optional)		Name, Type of School and Address	Main Examinations (GNVQ, GCSE, GCE, etc.)			
From	To		Year	Level	Subject	Grade

Further Education			
From	To	Name and Address of College or University.	Subjects and Qualifications

Present Employment			
Present Post (Title)			Salary
From	To	Period of Notice Required	
Name & Addresses of Employer		Brief summary of responsibilities	
Reason for wishing to leave			

Previous Employment (including periods in which you were not employed, holiday employment, student placements, etc.)					
Length of Service Years	Months	Employer's Name, Address and Nature of Business	Job Title & Brief Summary of Responsibilities	Salary	Reason for leaving



Referees No approach will be made to an employer for reference without your prior agreement.

Please give names and addresses of two persons to whom reference any be made.

Now please sign the declaration below.

To be completed by all applicants:

I understand that my employment by the Company is subject to the following conditions:

- That I successfully pass any medical examination which may be required.
- That I am prepared to undergo whatever training is thought necessary by the Company, wherever it is appropriate for such training to be given, at any time during the course of my employment with the Company.
- That my employment will be subject to the rules and conditions of service in force from time to time.

I hereby declare that the statements made by me in the whole of this application are true.

Signed Date

For Office Use Only

Interview 1	Interviewed by	Date
Comments		

Interview 2	Interviewed by	Date
Comments		

Position Offered	Salary
Starting Date	
Recruited by	

SUPPLEMENTARY INFORMATION

The information on this page **WILL NOT** be used in the selection criteria. It will be kept confidential by the Human Resources Department and will be used only for verification of your identity and for personnel records should you be successfully recruited by Watkiss Automation Limited.

PERSONAL AND CONFIDENTIAL

Name

Surname at birth
(if different)

Date of Birth

Place of Birth

Nationality

Marital Status

Age & Gender of Children (if any)

Do you Smoke? YES / NO

if yes, how much?

If under 18, please state name and address of parents/guardian.

Name and address of person to be contacted in an emergency.

If you have lived abroad please give details of last private address and dates.

How many days sick leave have you taken over the last two years?

Give details of any major illness, operations, accidents or disabilities

If you are Registered Disabled Person, please give your

Registration Number:

Expiry Date:

If you are Disabled is there any special equipment you require to assist you?

This information must not be passed to the Recruiter for this position and must be retained by the Human Resources Department.