

PERMANENT EMPLOYMENT APPLICATION FORM



This application can be typed or filled in by hand using black ink.

If you wish to enclose a CV to support your application please do so however ensure that you complete the application form as fully as possible.

Position Applied For:

Venue:

Where did you see the position advertised:

PERSONAL DETAILS

Preferred title Dr Mr Mrs Ms Miss Other (Please state)

Surname Forename(s)

Please give details of previous/other Surnames used

Home Address

Postcode

Home Tel Mobile Tel

Email Address Date of birth

Do you hold a current driving licence? YES NO Do you have use of a car? YES NO

Is there anything concerning your medical history or health that is relevant to your application? YES NO

If YES please detail

ASYLUM AND IMMIGRATION ACT 1996

National Insurance No.

If invited to interview you will be required to show documents to prove your identity and your eligibility to work and reside in the UK. Only original documents (not copies) are acceptable.

EQUAL OPPORTUNITIES

ASM Global are an equal opportunities employer and welcome applicants irrespective of their marital status, sex, religion, belief, sexual orientation, race, ethnic origin or disability. We request that all applicants complete our Diversity Monitoring Form which can be found on our website www.asmglobal.com. Please return this by email to recruitment@eu.asmglobal.com and stating Diversity Monitoring Form in the subject Line.

EDUCATION AND TRAINING

Please list your educational history; your professional qualifications with awarding body should be included in this section. **(Proof of your qualifications will be required at interview).**

School/College/University	Qualification	Grade	Date

EMPLOYMENT

Present Job (or most recent job if you are currently unemployed)

Date From/To	Name and address of employer	Job title	Reason for leaving

Please describe the duties and responsibilities of your present job. Please include details of your current reporting lines including any staff you are responsible for. (You may continue on a separate sheet if necessary).

Notice period	Current salary £
	Any other benefits:

PREVIOUS JOBS

Please note that all time since leaving full-time education must be accounted for (most recent first), e.g. training, unemployment or time taken out of paid employment due to caring responsibilities.

Date From/To	Name and address of employer	Job title	Salary £	Reason for leaving

EXPERIENCE

Please describe how your skills, experience and personal qualities meet the requirements for this role. Please refer to the job description and person specification.

Please explain why you wish to apply for this job. You may continue on a separate sheet if necessary.

REFEREES

Please state the names and address of your two referees, one of these must be your present/most recent employer. If possible references should cover 5 years work history.

Referee 1

Name

Address

Post Code

Telephone No.

Email Address

Referee 2

Name

Address

Post Code

Telephone No.

Email Address

CRIMINAL CONVICTIONS

Have you ever been cautioned or convicted of any criminal convictions? YES NO

Have you been charged with any offence, which has not yet been brought to trial? YES NO

If you have answered yes to either question please give details on a separate sheet, this should exclude any spent convictions under section 4 (2) of the Rehabilitation of Offenders Act 1974.

TRAVEL PLAN

Car Public Transport Cycling Walking Other (please explain)

DECLARATION

The information you give us may be stored on a computer and used for the purposes of recruitment and Human Resources administration. It will be treated as strictly confidential and will not be disclosed to any unauthorised person. By submitting your application you consent to our processing and holding your information for the purpose of potential employment.

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn.

Signature Date

INTERNAL APPLICANTS (Candidates who currently work for ASM Global)

Please confirm that your application has your Line Managers Approval YES NO

Please confirm your Line Managers details: Name Job Title

Please return your completed Application Form to the postal or email address specified on the advert.

Due to the significant levels of applications we receive we are sorry that we are unable to personally respond to all applicants. Successful applicants will be contacted within three weeks of the closing date.

Thank you for your application and the interest you have shown in ASM Global.