

APPLICATION FOR EMPLOYMENT



Würth UK Ltd.  
1 Centurion Way  
Erith  
Kent  
DA18 4AE  
Tel: 0208 319 6000  
Fax: 0208 319 6420

PERSONAL INFORMATION - Strictly Confidential

Please complete ALL areas

Position applied for:

Reference:

1. Personal Details

Name in full

Address:

Post Code:

Contact details: (Please tick preferred contact details - Please provide preferred details)

Marital Status:

Telephone  Home:

Email Address:

Business:

Mobile:

2. General

Do you hold a current driving licence? Yes / No

Is it a full / Provisional /LGV / PCV Licence?

Is it clean Yes / No

If No - please indicate number of points and offence code, e.g SP30

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

Name:

Name:

Address:

Address:

Tel. No.:

Tel. No.:

Email:

Email:

I give / do not give permission to seek a reference prior to employment (delete as appropriate)

I give / do not give permission to seek a reference prior to employment (delete as appropriate)

For internal use only

Name	
Signature	
Date	

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Please continue on a separate sheet if necessary, giving page number and title heading

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## EMPLOYMENT HISTORY

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Please give details of your previous employment, beginning with the **most recent**

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Please state how many jobs you have held in the last two years:

Last five years:

### Present/last Employer

Company Name:		Address:	
Postcode:	Tel. No. (Incl STD Code):	Job Title:	
Job Description:			
		No. of years service:	
Leaving Salary pa:	Start Date:	Leaving Date:	
Your notice period required from present employer (weeks):		Possible Start Date:	
Have you made any arrangements for holidays? (delete as appropriate)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state: No. of weeks:	From:	To:	
Reason why you are leaving/have left:			
Contact for reference:	Title:	Name:	Job Title:

### Employer

Company Name:		Address:	
Postcode:	Tel. No. (Incl STD Code):	Job Title:	
Job Description:			
		No. of years service:	
Leaving Salary pa:	Start Date:	Leaving Date:	
Reason why you are leaving/have left:			
Contact for reference:	Title:	Name:	Job Title:

### Employer

Company Name:		Address:	
Postcode:	Tel. No. (Incl STD Code):	Job Title:	
Job Description:			
		No. of years service:	
Leaving Salary pa:	Start Date:	Leaving Date:	
Reason why you are leaving/have left:			
Contact for reference:	Title:	Name:	Job Title:

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Please complete **ALL** areas

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**4. Educational, Technical and Professional Qualifications**

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Blank area for providing Educational, Technical and Professional Qualifications.

**5. Personal Development**

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Personal Development (Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

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Blank area for providing Personal Development details.

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Please continue on a separate sheet if necessary, giving page number and title heading

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COMPETENCY APPLICATION FORM  
RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

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Please refer to guidance notes when completing your application

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In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role. You should draw on your experiences from your current or previous roles or from other relevant situations (such as activities outside work).

COMMUNICATION

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Blank area for writing responses under the COMMUNICATION heading.

PLANNING AND ORGANISATION

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Blank area for writing responses under the PLANNING AND ORGANISATION heading.

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Please continue on a separate sheet if necessary, giving page number and title heading

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COMPETENCY APPLICATION FORM (CONTINUED)  
RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

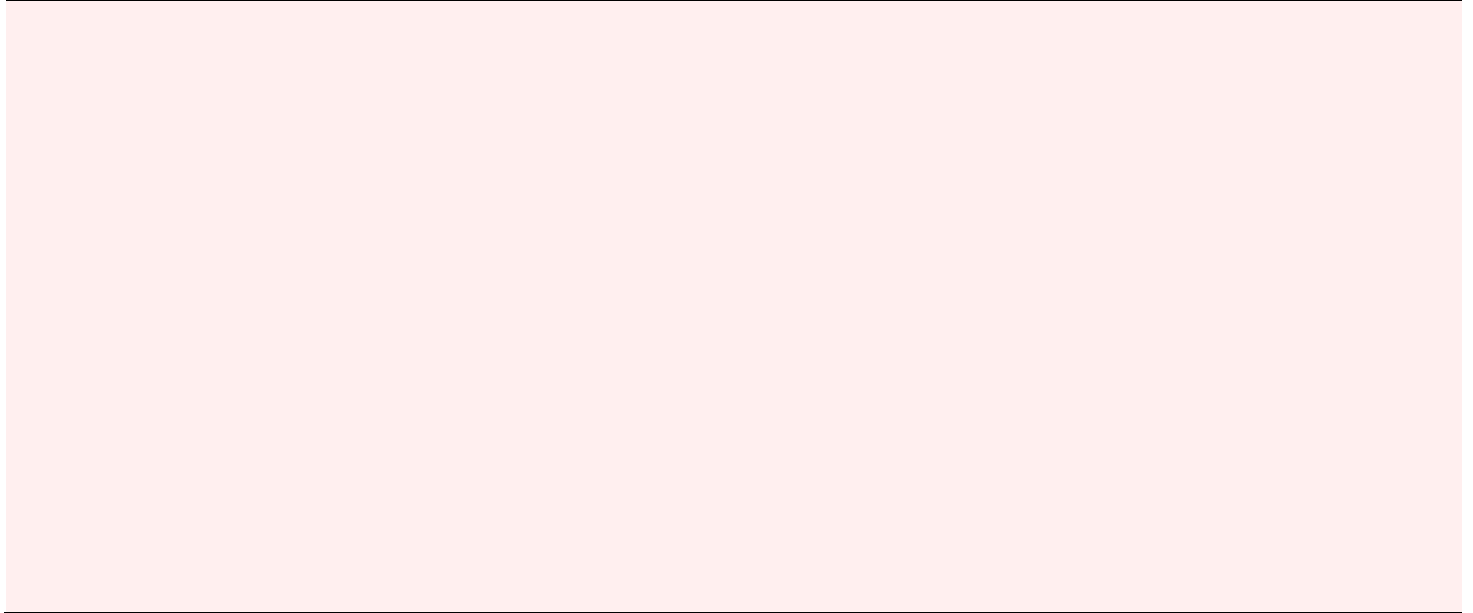
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Please refer to guidance notes when completing your application

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MEETING TARGETS AND DEADLINES

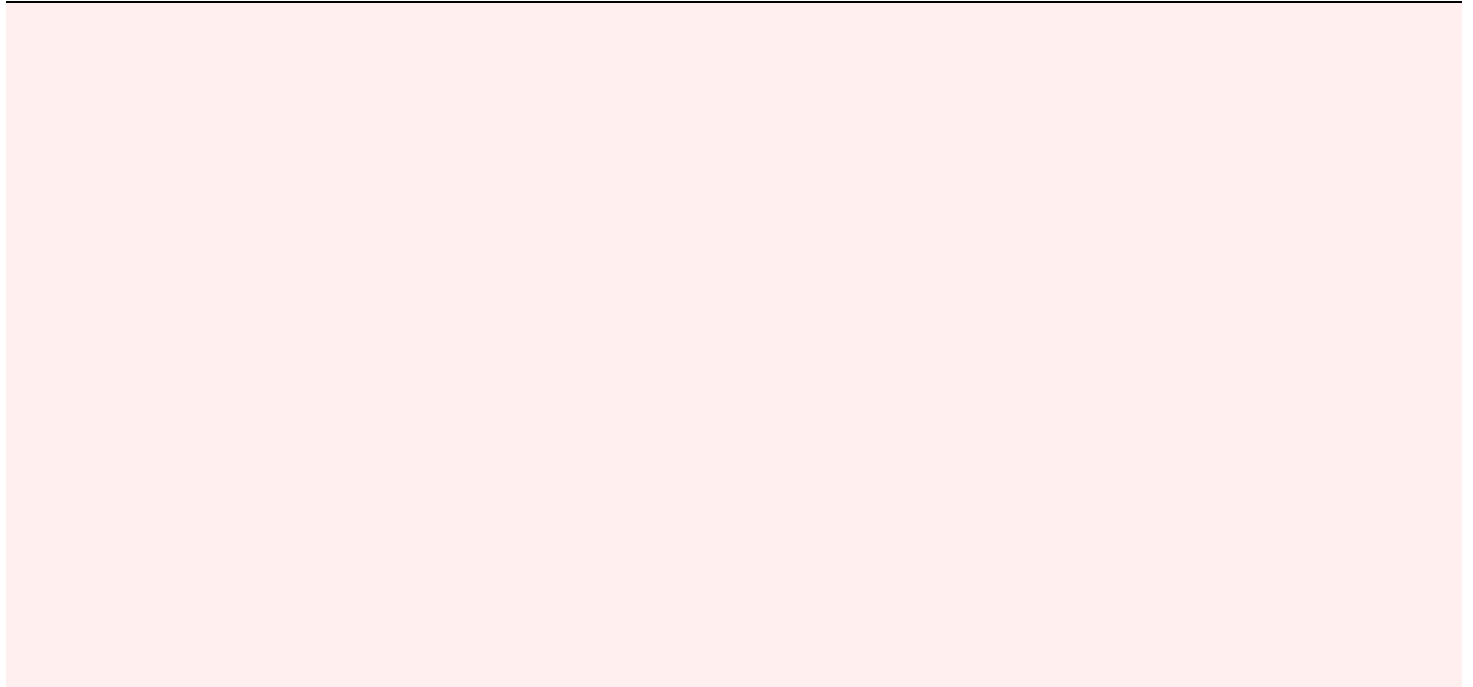
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CREATIVE AND ENTREPRENEURIAL SKILLS

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Please refer to guidance notes when completing your application

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Are there any restrictions to your residence in the UK which might affect your right to take up employments in the UK?

Yes

No

If yes, please provide details:

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If you are successful, would you require a work permit prior to taking up employment?

Yes

No

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### Data Protection Statement

The information that you provide and that obtained from the relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confident manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us.

We may check the information collected, with third parties or with other information held by us,

By signing the application collected, with third parties or with other information held by us.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above)

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### 6. Declaration

I declare that the information I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me

From appointment OR, if appointed, may result in my dismissal

Signature

Date

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Please return your completed application form to the Human Resources Department

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EQUAL OPPURTUNITIES MONITORING FORM

This section of the application will be detached from your application and will be used solely for monitoring purposes

Würth UK Ltd recognizes and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief.

We therefore welcome applications from all sections of the community.

<b>White:</b> (delete as appropriate)			
<input type="checkbox"/> British	<input type="checkbox"/> Irish		<input type="checkbox"/> Any other white background*

<b>Mixed:</b> (delete as appropriate)			
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other white background*

<b>Black and Black British:</b> (delete as appropriate)			
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African		<input type="checkbox"/> Any other white background*

<b>Asian and Asian British:</b> (delete as appropriate)			
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other white background*

<b>Chinese or Other Ethnic Group:</b> (delete as appropriate)			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group*		

* Please specify
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Gender Please specify
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Date of Birth
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Do you consider yourself to have a disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please state nature of disability:
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The DDA defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities".

If you wish, you may disclose information about yourself in this section about your Religion:

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If you wish, you may disclose information about yourself in the section about your Sexual orientation

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How did you become aware of this vacancy? Press:	Mailshot:	Date: Internet Search:
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Knows someone who works at Würth:

Other - Please state:

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