

Zytec Systems Limited

APPLICATION FOR EMPLOYMENT

Please complete this form in black ink and return to: -
 Zytec Systems Limited, Abbey Business Centre, Keats Lane, Leicestershire, LE9 7DQ

Position Applied For: _____

Personal Details

SURNAME (BLOCK CAPITALS)	FIRST NAME(S)	TITLE (Mr/Mrs/Ms/Miss etc.)
HOME ADDRESS		ADDRESS FOR CORRESPONDENCE <i>(If different from home address)</i>
POST CODE		POST CODE

Daytime Telephone No _____ Evening telephone No _____

Email Address _____

Date of Birth _____ Age Sex Male Female

Nationality _____ National Insurance No _____

Do you require a UK work Permit? Yes No → If yes do you have a valid work permit? Yes No

Marital Status Married Partner Single Widowed Divorced Separated

Do you have any health problems that may affect your work? Yes No → If yes please give full details below:

Have you ever been convicted of a criminal offence? Yes No → If yes please give full details below:

EDUCATION AND QULIFICATIONS

Please list names of schools. Colleges and universities attended, giving current or most recent first.

Date (month and Year) From To	School, College, University or Educational Establishment	Qualifications

PROFESSIONAL AND OCCUPATIONAL TRAINING

Please list details of any vocational training or qualification that you have undertaken. Include membership of professional institutions.

CURRENT EMPLOYMENT

Please give the name and address of your present or last employer

Dates Employed:

From:

To:

Post Held: -

Salary/Wage £ p.a.

Duties: -

How much notice are you required to give _____ If appointed when could you start _____

PREVIOUS EMPLOYMENT

Please list other posts held (starting with the most recent)

Date (month and Year)	Employer	Post Held and reason for leaving	Salary

OTHER INFORMATION

Do you hold a current UK driving licence? Yes No Do You speak English? Yes No

Do you speak any other languages? Yes No → If yes please list including level of proficiency.

Where did you find out about this vacancy?

In support of your application, please use this space to tell us why you want to work for ZSL and provide any further information on your experience, skills and knowledge. You may include details of your interests and hobbies or anything that you feel will help us to understand you better.

AVAILABILITY FOR WORK

Please tick those days on which you will normally be available for work

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please state your earliest available start and finish times of work.

Earliest Start Time

Latest Finish Time

REFERENCES

Please give names, addresses and position of two referees to whom references may be made. One should be your present or most recent employer. If in full time education, please include a referee from your school, college or university.

1.

2.

POSTCODE

POSTCODE

No references will be taken up until a provisional offer has been made. All offers are subject to satisfactory references and you should be aware that an unsatisfactory reference may lead to withdrawal of the offer of appointment.

DECLARATIONS

I certify that all the facts/details stated on this form are correct. I understand that ZSL reserves the right to verify all information contained in this application though the use of background checks before or after employment commences. I authorise Zytec Systems Limited to obtain references from any referees and all former employers and release Zytec Systems Limited and referees from any liabilities caused by giving and receiving information. I understand that my employment is contingent upon the accuracy of the information contained within this application and upon verification of my right to work in the UK. I may also be required to present a copy of my police record.

Signature

Date

It is the policy of Zytec Systems Limited to employ the most suitable people and not to discriminate on the grounds of race, colour, religion, age, sex, nationality or disability with respect to employment, promotion or training.

FOR ZSL USE ONLY

Date application received _____

Interview Date _____