

# Zytec Systems Limited

## APPLICATION FOR EMPLOYMENT

Please complete this form in black ink and return to: -  
Zytec Systems Limited, 50 Harvest Way, Nuneaton, Warwickshire, CV10 0FJ

**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 through 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 \_\_\_\_\_