



Eastern Holdings Limited - Group

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Mission Statement:

To develop as an independent business, acknowledged by our staff and customers for providing the best quality service and care by treating them with honesty, equity and fairness.

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PERSONAL INFORMATION (CONFIDENTIAL)

Position applied for:

1. Personal Details

Surname:

Forenames:

Address:

Post Code:

Telephone (Private):

Telephone (Business):

Email address:

2. GeneralDo you hold a current driving licence? Yes / No (Please attach a copy of your driving licence to the application form)

Is it a Full / Provisional / LGV / PCV licence etc?

Have you any endorsements? Yes / No (Please give details of previous 5 years)

Are there any adjustments that may be required to be made should you be invited to the interview?

yes no

If so, please state here:

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:

Occupation:

Occupation:

I give / do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

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Please continue on a separate sheet (page 6) if necessary, giving page number and title heading.

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level

5. Personal Development

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

6. Hobbies and Interests

Please list any hobbies or interests.

7. Criminal Offences

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offences Act).

Please continue on a separate sheet (page 6) if necessary, giving page number and title heading.

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes No

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

If Yes, please provide details:

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential 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 and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

8. 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 dismissal.

Signature

Date

Please return to Eastern Holdings Ltd, The Personnel Department, 8 Westerton Road, East Mains Industrial Estate, Broxburn EH52 5AU.
Email: employment@easternholdings.co.uk

EQUAL OPPORTUNITIES MONITORING

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

Eastern Holdings Ltd. recognises and actively promotes the benefits of a diverse work force 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.

White:

British Irish Any other white background*

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background*

Black or Black British

Caribbean African Any other Black background*

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background*

Chinese or Other Ethnic Group

Chinese *Other Ethnic Group

*Please specify

Gender (Please specify)

Date of Birth

Do you consider yourself to have a disability: Yes No

If yes, please state nature of disability:

The Disability Discrimination Act 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

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:

Please continue on a separate sheet (page 6) if necessary, giving page number and title heading.

