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| **Post Applied for:** |       | **Available Start** **Date:** |       |

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| **RightWire Ltd Job Application Form** |

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| Please complete this form fully using black ink or type. Applications received after the closing date will not normally be considered. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| **Section 1 Personal details** |

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| --- | --- | --- | --- | --- | --- |
| **Surname:** |       | **First Name:** |       | **Title:** |       |

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| --- | --- |
| **Address:** |       |
|  |       |
|  |       |

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| **Postcode:** |       |

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| **Home Telephone No:** |       |

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| --- | --- |
| **Daytime Telephone No:** |       |

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| --- | --- |
| **Mobile Telephone No:** |       |

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| --- | --- |
| **E-mail address:** |       |

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| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | **Yes** | [ ]  | **No** | [ ]  |

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| **Driving Licence** Do you hold a full driving licence valid in the UK? | **Yes** | [ ]  | **No** | [ ]  |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| **Section 2 Present Employment** |

**Present Employment** (If now unemployed give details of last employer)

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| **Name of Employer:** |       |

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| **Address:** |       |
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|  |       |

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| **Postcode:** |       |

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| **Job Title:** |       |

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| --- | --- | --- | --- |
| **Start Date:** |       | **Salary:** |       |

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| **Brief description of duties:** |
|       |

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| --- | --- | --- | --- |
| **Notice Period:** |       | **Leaving Date:**(if no longer employed)**:** |       |

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| **Reason for leaving:** |       |

**Section 3 Previous Employment**

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| **Name of Employer:** |       |

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| --- | --- |
| **Address:** |       |
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|  |       | **Postcode** |       |

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| **Position Held:** |       |

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| **Summary of duties:** |
|       |

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| --- | --- | --- | --- |
| **Start Date:** |       | **Finish Date:** |       |

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| --- | --- |
| **Reason for leaving:** |       |

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| --- | --- |
| **Name of Employer:** |       |

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| --- | --- |
| **Address:** |       |
|  |       |
|  |       | **Postcode** |       |

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| **Position Held:** |       |

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| **Summary of duties:** |
|       |

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| --- | --- | --- | --- |
| **Start Date:** |       | **Finish Date:** |       |

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| **Reason for leaving:** |       |
| Continue on a separate sheet if necessary |
| **Section 4 Education and Qualifications** |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

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| --- | --- | --- |
| **Date**  | **Course / Subjects** | **Qualifications and grades obtained** |
|       |       |       |
| Continue on a separate sheet if necessary |

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| **Section 5 Training and Development** |
| Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. E.g. First Aid certificate. |

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| **Title of Training Programme or Course** | **Duration of Course** |
|       |       |
| Continue on a separate sheet if necessary |

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| **Section 6 IT Skills** |
| Give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced. |

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| **Software package / Program** | **Level of Knowledge** |
|       |       |
| Continue on a separate sheet if necessary |

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| **Section 7 Electrical Experience** |
| **Have you passed your IEE Regulations 17th Edition assessment.** | **Yes** | [ ]  | **No** | [ ]  |

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| **Year Qualified:** |       |

Place a cross (x) in the boxes against your best three skills. Tick () any other item where you have practical experience.

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| Alarm / PA Systems |  | Instrumentation |  | Fire Alarms |  |
| PVCSWAPVC Cables |  | MICC Cables |  | Emergency Lighting |  |
| Cable Joining MV/HV |  | Motors / Controls / Plant |  | HVAC. Controls |  |
| Conduit |  | Second Fixing |  | Heating  |  |
| Domestic Installations |  | Switchgear / Busbars |  | Fault Finding |  |
| Earthing & Bonding |  | Testing & Commissioning |  |  |  |
| General Wiring |  | Trayworks & Brackets |  |  |  |
| Heavy Industrial |  | Trunking |  |  |  |

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| **Section 8 Rehabilitation of Offenders Act (1974)** |

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| **Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?** | **Yes** | [ ]  | **No** | [ ]  |

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| **If yes, please give details / dates of offence(s) and sentence:** |
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| **Section 9 Disability Discrimination Act** |

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| This Act protects people with disabilities from unlawful discrimination. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.  |

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| **Do you have a disability which is relevant to your** **application?** | **Yes** | [ ]  | **No** | [ ]  |

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| **If yes, please give details:** |
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| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

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| **Do we need to make any specific arrangements in order** **for you to attend the interview?** | **Yes** | [ ]  | **No** | [ ]  |

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| **If yes, please give details:** |
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| **Section 10 Health** |

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| Successful applicants may be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed. |

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| **Number of days sickness absence in the last 2 years:** |       |

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| **Please state number of occasions in the last 2 years:** |       |

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| **Section 11 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1 - professional** |  |

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| **Name:** |       |

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| **Position (job title):** |       |

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| **Work Relationship:** |       |

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| **Organisation:** |       |

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| **Address:** |       |
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|  | Postcode |       |

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| **Telephone No:** |       |

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| **E-mail:** |       |

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| Are you willing for this referee to be approached prior to the interview? | **Yes** | [ ]  | **No** | [ ]  |

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| **Reference 2 - personal** |  |

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| **Name:** |       |

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| --- | --- |
| **Relationship:** |       |

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| **Time Known:** |       |

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| --- | --- |
| **Address:** |       |
|  |       |
|  | Postcode |       |

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| --- | --- |
| **Telephone No:** |       |

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| --- | --- |
| **E-mail:** |       |

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| --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | **Yes** | [ ]  | **No** | [ ]  |