



Application for employment – Reflections Environmental Ltd

This application form has been designed to tell us all we need to know about you at this stage. Please complete the form and return to us.

Personal Information

Surname

Forenames

Title (Mr, Mrs, Miss, etc.)

Previous names (if any)

Current address

Daytime telephone number and email address

Do you have the right to take up employment in the UK? If no, please provide further details.

If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?

Dates you are not available for interview

Education and qualifications

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained

Work Experience

From	To
Name and address of employer	
Job title, description of duties and responsibilities, reason for leaving and salary on leaving	
From	To
Name and address of employer	
Job title, description of duties and responsibilities, reason for leaving and salary on leaving	
From	To
Name and address of employer	
Job title, description of duties and responsibilities, reason for leaving and salary on leaving	

Other Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, computer literacy, full driving licence, etc.)?

Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.

If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.

Referees

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee

Second referee

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "None".

Should an offer of employment be made we reserve the right to require you to complete a medical form or undergo a medical. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Name

Date

Please note some browsers won't send this document, if so, please "save as" and attach to an email then send to:

info@reflectionsenvironmental.co.uk

Thank you.