



STAFF APPLICATION FORM

Application for the position of:

Closing date for application:

Desired Pay range: (hourly/salary):.....

Are you currently employed?:.....

Available start date:.....

When completed please return this form to:

Human Resources, Advanced New Technologies Limited, Lakeside 1000 Building,
North Harbour, Portsmouth, PO6 3EZ. Tel: (02392) 808309, Email: info@a-n-t.net

IMPORTANT NOTE – (Please Read)

You must complete all parts of the form. We do not accept C.V.s either on their own, or accompanied by a partly completed application form, and they will not be forwarded to any short-listing panel.

If you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

If you would like confirmation of the safe receipt of this application form, please enclose a stamped, self addressed envelope.

If you do not hear from the Company within 6 weeks of the closing date, your application has been unsuccessful.

Sponsorship may be required in order to employ a person who is not a national of a country which is a member of the European Economic Area (EEA). In certain circumstances, it may not be necessary to obtain Sponsorship for a non EEA national where permanent UK resident status has been granted by the Home Office or where the passport has been endorsed with a visa which places no restriction on employment in the UK. Otherwise, the Company is required to obtain Sponsorship before the employment can begin, even if the candidate already holds Sponsorship for employment elsewhere in the UK. If you are unsure whether you require Sponsorship, please contact <http://www.bia.homeoffice.gov.uk>

In accordance with the Immigration, Asylum and Nationality Act 2006 do you require Sponsorship in order for the Company to employ you?

Yes/No Signature:..... Date:

Successful applicants will be required to produce documentary evidence of their right to work in the UK

SECTION A – Personal Details

Would you like to be addressed as: Dr/Mr/Mrs/Miss/Ms (delete as appropriate)

Surname: Forenames:

Address:

.....

..... Postcode:

Contact Telephone Numbers: Home:

Work: E-Mail:

SECTION B – Employment Record

Present or most recent employment:.....

.....

Name & address of Employer:.....

.....

.....

.....

Job:

Length of Service:

From: To:

Salary/Wages:

Summary of the duties and responsibilities of the above job:

Previous Employment:			
Name & Address of Employer:	Dates of Service:	Job Title & Major Elements of Job:	Reason for Leaving:

You may use a separate sheet if you need more space. Please tick here if you enclose a separate sheet for Section B. Please ensure that your surname and initials are on each sheet.

SECTION C – Education & Professional Training

If successfully appointed, you will be required to provide original certificates.

Secondary Education:			
<u>Certificates Gained</u>	<u>Subjects/Modules</u>	<u>Grades/Bands</u>	<u>Dates</u>

Further and Higher Education:

<u>Course (show full-time or part-time)</u>	<u>Where Attended</u>	<u>Qualifications Gained (Including Grades)</u>	<u>Dates</u>

Other Training – relevant to this application:

<u>Name of Course</u>	<u>Name of Provider</u>	<u>Qualification Gained</u>	<u>Dates</u>

Professional Qualification(s):

<u>Name of Professional Body</u>	<u>Class of Membership (with membership number)</u>	<u>Date Qualification Gained</u>

SECTION D – Supplementary Information

Explain what attracted you to the post for which you are applying, and offer evidence of suitability.

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DECLARATION

Under the Data Protection Act 1998, we must ask for your consent to process this form.

Please sign below if you agree.

Signature:.....

(Please note that if consent is not given, we will destroy this form).

Any serious wilful misrepresentation of information in connection with this application or failure to disclose a relationship with a member of Staff of the Company will result in dismissal.

I verify that to the best of my knowledge, the information supplied by me on this application form, and on any additional sheets submitted, is correct.

Signature:..... Date:.....