

# Application for Employment

**Return to:** HR Office, Liddesdale Road, Hawick, TD9 0WX.

**Telephone:** 01450 363143 HR Office; 01450 363100 Main Line **Fax:** 01450 363111

**Email:** [humanresources@hawickknitwear.com](mailto:humanresources@hawickknitwear.com)

**Website:** [www.hawickknitwear.com](http://www.hawickknitwear.com)

**Return this form by the closing date:** \_\_\_\_\_

<b>Ref. No:</b> _____ For Hawick Knitwear use
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**POSITION APPLIED FOR:** \_\_\_\_\_

We will retain your completed application form on file for 6 months for reference purposes after which it will be destroyed.

Surname:	Forename(s):
Address:	Telephone Number:
	Mobile Number:
	E-mail address:
Post Code:	National Insurance No:
	Do you hold a UK driving licence? Yes / No

Are there any restrictions on you taking up employment in the UK? Yes / No (If Yes please provide details)  
*If you are appointed by Hawick Knitwear you will be requested to produce your passport or birth certificate before you commence work.*

**CRIMINAL RECORD**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

**EMPLOYMENT HISTORY – Current Job**

Please list **ALL** previous employment, starting with current/most recent - **Continue with Employment History on page 2**

Date		Name of Company	Job Title	Reason for Leaving	Notice Period
From	To				

Please describe your main duties and any key achievements

**EMPLOYMENT HISTORY - Previous Jobs (if more space is required, please add a separate page).**

Date		Name of Company	Job Title	Reason for Leaving
From	To			

Please describe your main duties and any key achievements

Date		Name of Company	Job Title	Reason for Leaving
From	To			

Please describe your main duties and any key achievements

Date		Name of Company	Job Title	Reason for Leaving
From	To			

Please describe your main duties and any key achievements

**Supporting Statement**

*Please state why you want this job and give details of your skills and experience which are relevant to this job. (Please attach a separate sheet if necessary). If you have not worked, please state why you consider yourself suitable for this appointment. Please also include any other information you feel supports your application such as hobbies or achievements.*

**EDUCATION & TRAINING**

Please list starting with current/most recent

Name of University / College	Qualifications gained (only if relevant to position applied for)
Name of School	Qualifications gained (only if relevant to position applied for)
Other Relevant Training/Professional Memberships	

**REFERENCES**

Please give two names and addresses to contact for references relating to your **education** or **employment** within the **last five years**:  
 (References **will** be taken up if you are offered a position with Hawick Knitwear but **may** be taken up prior to offering an interview.)

<p>1. Name of Person:                  Company:                  Address:                   Post Code                  Phone No:                  E.mail address:</p> <p><b>Can we approach your referee prior to interview? Yes / No</b></p>	<p>2. Name of Person:                  Company:                  Address:                   Post Code                  Phone No:                  E.mail address:</p> <p><b>Can we approach your referee prior to interview? Yes / No</b></p>
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Please specify any special arrangements you will need us to make should you be asked to attend an interview:

**DECLARATION**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that should I be successful in this application, I will, if required apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: ..... Date: ..... (or) Please tick box if unable to sign



## **EQUAL OPPORTUNITY MONITORING**

In accordance with its equal opportunities statement, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

In order to enable the Company ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed approximately 6 months later.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can mail this form to us separately if you wish.

Thank you for your assistance in completing this form.

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

### **A) Gender**

Male       Female       Prefer not to say

### **B) Marital Status**

Single       Married       Other  
Please specify       Prefer not to say

### **C) Age Band**

Under 18       18-21       22-29       30-39  
 40-49       50-59       60-65       Over 65       Prefer not to say

### **D) Sexual Orientation**

Heterosexual       Other  
Please specify       Prefer not to say

### **E) Disabilities**

None       Physical  
disability       Mental  
disability       Prefer not to say

***Please complete reverse of this page also***

**F) Race / Nationality / Ethnic origin**

**White**

- English     Scottish     Welsh     Irish     British
- Other White background (please specify)

**Mixed**

- White & Black Caribbean     White & Black African     White & Black British
- White & Asian     Other Mixed background (please specify)

**Asian**

- Indian     Pakistani     Bangladeshi
- British     Other Asian background (please specify)

**Chinese**

**Other Ethnic group (please specify)**

**Prefer not to say**

**G) Religion**

- Christian     Jewish     Sikh     Muslim
- Hindu     Buddhist     None
- Other religion (please specify)     Prefer not to say

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that, by completing this form, I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed..... Date.....