

Work Experience:

Please give details of any work experience or part-time jobs you may have done whilst in education or training or any jobs since leaving education

Additional Skills and Interests:

Please use additional sheets if more space is needed

Extra Information to support your application:

e.g. Record of Achievement/Progress File

References:

Please give details of someone who will give you a reference(s). If you have recently left full time education it could be your head teacher or college tutor.

| | |
|-------------------|-------------------|
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone number: | Telephone number: |
| E-mail: | E-mail: |
| Occupation: | Occupation: |

About your application:

How did you hear about us?

Data protection Act 1998

In accordance with the Data Protection Act 1998, Hadley Group will use the information given by you only to assess your application and for statistical purposes, for example to analyse applications by gender, ethnic origin or disability. Hadley Group retains information about job applicants for a maximum of twelve months. Application forms for successful candidates are retained on their personal files and the data provided will form part of the staff record for the successful candidate. By submitting an application for employment, you are consenting to the recording and use of the information that you provide.

Notes for the Applicant:

The Company reserves the right to terminate any contract of employment entered into on the basis of information give above, if any of it is found to be incorrect or deliberately misleading. The company reserve the right to check any of the information given.

I declare that to the best of my belief the information given is correct.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

**Please complete and return the form to: Hadley Industries PLC,
PO Box 92, Downing Street, Smethwick, B66 2PA**

FOR OFFICE USE ONLY

Reference Details

| | | | | | |
|------------------------------------|-----|----|-------------------|---------|----|
| References taken up by interviewer | Yes | No | To be done by HR? | Yes | No |
| Date reference requested: | | | Verbal | Written | |

Name and Address of person contacted for references

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Is the applicant:

| | | | | | |
|----------------|-----|----|----------------------|-----|----|
| Honest | Yes | No | Industrious | Yes | No |
| Punctual | Yes | No | Regular Attender | Yes | No |
| In good health | Yes | No | Would they re-employ | Yes | No |

Test results

| | |
|----------------------------------|--|
| Maths test result | |
| Literacy test result | |
| Mechanical reasoning test result | |

Comments

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Overall Suitability

| | | | | | | | |
|-----------------|--|----------|--|-------------|--|--------------------|--|
| Not Recommended | | Possible | | Recommended | | Highly Recommended | |
|-----------------|--|----------|--|-------------|--|--------------------|--|

Interviewers

| | | | |
|--------------------|--|-----------|--|
| Interviewer 1 Name | | Signature | |
| Interviewer 2 Name | | Signature | |