

Science Warehouse Ltd
APPLICATION FOR EMPLOYMENT

Please complete this document by filling in the boxes in yellow . Please either type directly in this form or print out and complete the form in black ink and BLOCK CAPITALS. Once completed, email the form to info@sci-ware.com or post to Recruitment Officer, Science Warehouse Ltd, Suite B2, Half Roundhouse, Wellington Road, Leeds, LS12 1AH along with a copy of your CV.

Position applied for	
Reference no (if any)	

PERSONAL DETAILS

Surname	
Forenames	
Address including postcode	
Telephone number	
Do you have a full current driving licence? Is it free of endorsements?	Yes/No If No, please supply details
Are there any restrictions on you taking up employment in the UK? E.g. do you require a Work Permit?	Yes/No If Yes, please give details
Do you have any criminal convictions? If yes, please give details, this should exclude any spent convictions under the Rehabilitation of Offenders Act 1974.	Yes/No
Are you or have you ever been a member of an extremist group, for example animal rights activism?	Yes/No If yes, please give details

EMPLOYMENT HISTORY

Please give details of your current/most recent employment:

Current/most recent employer	Address	Position held	Summary of duties performed	Reason for leaving

Notice required in current post:

Please give details (most recent first) of your 2 previous employers, if applicable:

Employer	Address	Position held	Summary of duties performed	Reason for leaving

PROFESSIONAL MEMBERSHIPS

Please list any current memberships	
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EDUCATION

Name & address of school/college/university where you attained your qualifications	Examinations taken	Grades achieved
University		
College		
School		

SKILLS FOR THIS POSITION

Please list the skills you feel are relevant to this position, your assessment of your skill level and any examples of practice of this skill and/or where the skill was learned.

Skill	Basic/Intermediate/Expert	Examples of use; where did you learn this skill?

OTHER INFORMATION

Have you previously applied to work for Science Warehouse?	Yes/No If yes, when and in what role?
How did you hear of this position?	
Please list the 3 things that most interest you about this position	
Do you know or are related to anyone at Science Warehouse?	Yes/No If yes, please give details
If offered this position will you continue to work in any other capacity?	Yes/No If yes, please give details
Do you have any commitments that may impact on your ability to work full time at Science Warehouse?	Yes/No If yes, please give details
Do you have any physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities?	Yes/No If yes, please specify and state what special arrangements for work you need
Do you require any special arrangements to attend an interview	Yes/No If yes, please give details

REFERENCES

Please give details of two referees. One must be your present or most recent employer. References will only be taken up for successful candidates.

Name	Position	Organisation	Contact details (address/tel)

DECLARATION

Please sign and date the declarations and agreement below:

1. *I confirm that the above information is complete and correct and that any untrue or misleading information will give Science Warehouse the right to terminate any employment contract offered.*
2. *Should Science Warehouse require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires the organisation to inform you of its intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to 6 years thereafter and understand that information will be processed in accordance with the Data Protection Act.*
3. *I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau 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	

Please note, if you are sending this application form via email you will be required to sign the form if you are invited to interview.