

# APPLICATION FOR EMPLOYMENT



Position applied for:	
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## PERSONAL DETAILS

Surname:	Title: (Mr, Mrs, Ms, etc.)
Forenames:	
Address:	
Post code:	
Email:	
Telephone No.	Mobile:
National Insurance No:	Nationality:

## EDUCATION

Dates from/to	Name of Secondary School	Examinations (subjects/results)

**FURTHER EDUCATION**

Dates from/to	Name of University/College	Course of Study	Qualifications

**OTHER QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS**

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**WORK EXPERIENCE**

Please list the jobs that you have held with your current or most recent and working backwards (continue on a separate sheet if necessary).

Dates from/to	Full Company Name & Address	Job Title/Duties	Reason for leaving

## OTHER EXPERIENCE

Please check the appropriate box if you are a current holder of any of the following vehicle licences:

Fork Lift Truck	<input type="checkbox"/>	Car Licence	<input type="checkbox"/>
Licence LGV Class I C & E (formerly Cl.1)	<input type="checkbox"/>		
Any traffic offences:	Y/N		
Please specify			
Please indicate if you have any other relevant skills, e.g. First Aid, etc.			

## HOBBIES & INTERESTS

Please give details of any hobbies/interests you have:

## CRIMINAL RECORDS

Have you been convicted of a criminal offence?	Y/N
Any prosecutions pending?	Y/N
If so, please give details of any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974.	

## SUPPORTING EVIDENCE

Please detail any additional information you wish in support of your application including your suitability for the post, your main achievements to date and any knowledge, skills and experience you feel are relevant to the post applied for. Please continue on a further sheet as required, maximum 1500 words.

**WORK PERMIT**

Do you require a work permit to work in the UK?	Y/N
Do you have a work permit?	Y/N

**REFERENCES**

Please indicate two referees who might be able to tell us more about you, one of which must be a former employer/head teacher/tutor. References will not be taken up before interview. Any job offer made is subject to satisfactory references.

Name		Name	
Company		Company	
Position		Position	
Telephone No.		Telephone No.	
Address		Address	
Email		Email	
Relationship		Relationship	

## RECRUITMENT POLICY

It is the policy of Port of Cromarty Firth to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

**Before signing below, please read through carefully and ensure that all sections have been completed. Your signature will be taken as:**

- An acknowledgment that all the information given on the form is complete and correct
- An understanding that any offer of employment is subject to satisfactory references, a satisfactory basic disclosure record and pre-employment medical
- An understanding that any false statement or non-disclosure on this application may render me to dismissal

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

### Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located on our company website <http://www.pocf.co.uk/>

### Completed form to be returned to:

HR Department  
Port of Cromarty Firth  
Port Office  
Shore Road  
Invergordon  
IV18 0HD