

APPLICATION FORM

A) Personal Details

Surname:	
Forenames:	
Current address:	
Mobile number:	
House phone number:	
Email address:	

Position applied for:	
How did you hear about this position: (If through a current employee of Ensinger, please specify their name)	

B) Employment History

Current or most recent employment:

Job title:	Employer:
Start date (and leave date if applicable)	Reasons for leaving?
Salary, benefits and working pattern:	
Main duties and responsibilities:	
How many weeks' notice are you required to provide to your current employer?	

Employment History (continued)

Please use an additional sheet of paper for details of prior work history should it be relevant to this vacancy:

Position Held:	Employer:	Dates (from-to):	Salary:	Reason for leaving:

C) Education/Training

Secondary education:	Qualifications/grades obtained:
Further/higher education:	Qualifications/grades obtained:
Other relevant training, professional qualifications or work-related skills (for example languages, Health and Safety certification, fork lift truck licence etc.):	
Are you undertaking any course of study at present? (if so, please give details)	

Are you a member of any professional bodies? (if so, please give details)

You may be asked to supply proof of qualifications/certification listed above

D) Supporting Information

Please give any details you feel are relevant in support of your application. Please include why you are interested in this post, what useful experience you may have and why you are interested in working for Ensinger. Use additional sheets if necessary.

E) Other Details

Is your present post your sole regular employment?	Yes	No
Do you require a permit to work in the UK?	Yes	No
If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions.		
Do you have a driving licence?	Yes	No
If yes, please indicate what type of licence you hold (please circle): Full / Provisional / LGV / Motorcycle		
Do you have any current endorsements?	Yes	No
If yes, please provide further details:		
Do you have use of a car?	Yes	No
Health:		
Ensinger is committed to ensuring equal opportunities, fairness of treatment, dignity, and the elimination of all forms of discrimination in the workplace for all staff and job applicants.		
Do you require any special arrangements to be made for a potential interview on account of a health condition/disability?	Yes	No
If you have answered 'yes', please supply further information to assist us to accommodate your needs during a potential interview:		
Do you have a health condition/disability which may affect your ability to undertake the role you have applied for?	Yes	No
If 'yes', please give brief details of how your health condition/disability impacts upon day-to-day activities and any way Ensinger could assist with overcoming these difficulties in relation to this vacancy:		

F) References

Please give the details of two referees, stating how long you have known them. **Reference 1 should be your current or most recent employer.**

1. Name:	2. Name:
Company name:	Company name:
Job Title at Company:	Job Title at Company:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Dates of employment:	Dates of employment:
May references be taken up before interview? YES / NO	May references be taken up before interview? YES / NO

Data protection:

Information from this application may be processed for purposes registered by the Employer under the EU General Data Protection Regulation 2016-679 (GDPR) and the Data Protection Act 2018. Individuals have, on written request the right of access to personal data held about them. The personal data provided on this application form is only used for the application process. You are not legally or contractually required to provide personal data for the application process. However, please note that we cannot process your application unless your personal data is provided.

The data concerning your application will be stored for 6 months post recruitment campaign and then it will be deleted. This does not apply if you have expressly consented to having your data saved in the Ensinger applicant pool, or if an employment relationship is established due to your application. In this case, the data from your job application will be processed in the context of your employment relationship. Your application data is processed on the basis of Article 88 (1) GDPR. Should you wish your application to be removed please contact the HR Department at the address below.

Declaration:

I have read the Data Protection paragraphs above and I hereby give my consent for Ensinger to process the data supplied in this application form, and any accompanying documents for the purpose of recruitment and selection, which may include verifying qualifications and contacting supplied references, if selected.

I declare that the information given in this application is to the best of my knowledge complete and correct

Applicant's signature: _____ **Date:** _____

Note: Any false, incomplete or misleading statements may lead to dismissal.

Should you have any queries, do not hesitate to contact a member of the HR department on [01443 678 400](tel:01443678400)

More information can be found on the website at www.ensingerplastics.com

Completed application forms should be returned for the attention of the HR department via post or email using the following details:

Ensinger, Wilfried Way
Tonyrefail
Mid Glamorgan
CF39 8JQ