

## External Application Form

Position applied for (if known):			
How did you learn about this vacancy?			
Have you previously applied for a position with Bridgnorth Aluminium? (please circle)			Yes/No
If yes please give details of job role and the date you applied:			

Please circle your preferred shift pattern (dependant on the role applied for)

Four Shift (days & nights)	Four Shift (days only)	Three Shift
Day Shift	Non-Shift (office)	Any

### Personal Details

Forename(s):		Mr/Mrs/Miss/Ms/Other(please circle)	
Surname:		Home No:	
Address :		Mobile No:	
		Daytime No:	
		Email:	
Postcode:		Do you hold a driving licence?	Yes/No
Are you eligible to work in the UK?	Yes/No	Do you have access to a vehicle?	Yes/No

Emergency contact

Name:		Relationship	
Address:		Home No:	
		Mobile No:	
Postcode:			

Do you have any relatives or friends employed by this company? (if yes please detail below)

Name:		Relationship:	
Department:		Length of time known:	
Name:		Relationship:	
Department:		Length of time known:	

Have you ever been convicted of a criminal offence? ( if yes please detail below )

If yes, please give details (subject to Rehabilitation of Offenders Act 1974), including dates. (you need not include motoring convictions unless your driving licence has a current endorsement as a result)

Do you have a disability as defined under the Equality Act 2010? ( if yes please detail below )

If yes, please give brief details, and any other information that you feel would help us to accommodate your needs in line with the Equality Act 2010. Please also state if there are any alterations you require to attend an interview.

## Education & Training

### Secondary Education

Name & Address of School	From/To		Subject	Qualification & Grade(e.g. GCSE-C/Alevel-B)

### Further Education

Name & Address of Institution	From/To		Subject	Qualification & Grade (e.g. GNVQ-pass/degree-2:1)

### Other Training/Qualifications (first aid, HGV licence, in-service training etc.)

Training Course	Date	Qualification achieved (if applicable)

## Employment History

Present/most recent employer

Job Title:				
Dates of employment	From:		To:	
Duties:				
Name & Address of employer:				
Reason for leaving:				
Notice period:			Salary:	
Additional benefits/bonuses:				

### Previous Employment

Job Title:				
Dates of employment	From:		To:	
Duties:				
Name & Address of employer:				
Reason for leaving:				
Job Title:				
Dates of employment	From:		To:	
Duties:				
Name & Address of employer:				
Reason for leaving:				
Job Title:				
Dates of employment	From:		To:	
Duties:				
Name & Address of employer:				
Reason for leaving:				

## References

Please list two references (one must be a current or previous employer)

Name:		Name:	
Position:		Position:	
Address:		Address:	
Phone No:		Phone No:	
Email:		Email:	
Relationship:		Relationship:	
Can we contact this reference prior to a job offer? (Please circle)	Yes/No	Can we contact this reference prior to job offer? (Please circle)	Yes/No

Please give details of any holidays booked that you would like us to honour if you are successful, or avoid for interviewing purposes:


Please use the space below to explain why you are applying for this role and to provide any further detail in support of your application:

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## Data Protection

Information from this application form may be processed for purposes registered under the Data protection Act 1998. Individuals have, on written request (and on payment of a fee) the right to access personal data held regarding them. I hereby give my consent to Bridgnorth Aluminium Ltd to process the data supplied in this application form for the purpose of recruitment and selection.

### Declaration:

I certify that to the best of my knowledge the details provided in this application are true and accurate. I understand that the provision of false information may result in the termination of any contract of employment entered into:

Signature of candidate.....Date.....

Print Name.....

Please note that all offers of employment are subject to the receipt of proof of right to work in the UK, proof of qualifications and satisfactory references.

## Next Steps

Please return this application by post to:

Human Resources Department, Bridgnorth Aluminium, Stourbridge Road, Bridgnorth  
WV15 6AU

Once received we will send a letter of acknowledgment.

Should we have a vacancy that matches your skills and experience we will contact you to discuss your application further.

If you are invited to an interview please bring with you two forms of ID (as detailed on the [www.gov.uk/legal-right-work-uk](http://www.gov.uk/legal-right-work-uk) website) and any relevant VISA information.

You may also attach your CV.