

Position applying for:

Please complete in CAPITALS and black ink. Continue on separate sheet where necessary.  
*The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful the Company may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1988. Please also note that the Company may approach third parties to verify the information that you have given. By signing this form you will be providing the Company with your consent to all these uses.*

PERSONAL DETAILS	
Title (e.g. Mr/Mrs/Miss/Ms)	Forename(s)
Surname / Family Name	
Address	
Postcode	
Tel N° Home	Work N°
Mobile N°	E-mail

EDUCATION (including professional training and qualifications) Please note, the Company may ask to see your original educational certificates.			
Subjects	Qualifications	Grade	Year Obtained (optional)

PROFESSIONAL MEMBERSHIP		
Name of Organisation	Grade or Category of Membership Certificate/Registration N <sup>o</sup>	Year Obtained

PRESENT OR LAST EMPLOYMENT	
Position Held	Present Salary
Name and Address of Employer	
Postcode	
Date Appointed	Date of Leaving (if applicable)
Employers Business	

BRIEF DESCRIPTION OF DUTIES	
Reason for Leaving	Notice Required

PREVIOUS EMPLOYMENT (in reverse chronological order)					
Employers Name and Address	Position Held and Principal Duties	From	To	Hours F/T or P/T	Reason For Leaving
					(continue overleaf)

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**ADDITIONAL INFORMATION**

<p>Are you currently eligible for employment in the UK?</p> <p>Please state what documentation you can provide in order to demonstrate this e.g. British Passport/European Economic Area Identity Card / Full Birth Certificate / Passport or travel document showing an authorisation to reside and work in the UK.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been convicted of a criminal offence?</p> <p>If yes, please provide details below. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have a current driving licence?</p> <p>If yes, please specify type (motor car/HGV etc)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is your driving licence free of endorsements?</p> <p>If no, please give details of any points or convictions, including pending convictions.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Dates when you are unavailable for interview (e.g. holidays)</p>	
<p>Have you made an application to the Company before?</p> <p>If yes, please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

HEALTH	
Applications from disabled candidates are welcomed and the Company will make every effort to ensure a fair selection process.	
Are you in good health?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any health issues or disabilities which may be relevant to the position applied for	
Please describe below any reasonable adjustments that you feel should be made to the recruitment process to assist your application for the job.	
Please describe below any reasonable adjustments that you feel should be made to the job itself that would enable you to carry out the job duties.	

REFERENCES	
All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries may be made. They should preferably be:	
1) Your manager in your current (last) job AND 2) A similar individual from previous employment.	
If without two previous jobs (or unable to do this) please provide, as appropriate, the names of two educational or personal referees (though not ones who are related to you).	
Please state whether we may approach these referees at any time or only after an offer of employment has been made.	
At any time	Yes <input type="checkbox"/> No <input type="checkbox"/>
Only after offer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Name
Position	Position
Address	Address
Telephone No	Telephone No

**PERSONAL QUALITIES, SKILLS AND ABILITIES**

Please provide here any other information that may assist your application, including why you believe yourself suitable for this job (continue on a separate sheet of paper, if necessary).

**DECLARATION**

I declare to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, a probationary period and (if the Company believes it appropriate) a medical report, all of which must be deemed by the Company as satisfactory

Name	Signed Date
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**PLEASE RETURN FORM TO:**

E-mail: [HR@trinitypro.co.uk](mailto:HR@trinitypro.co.uk)

Post:      FAO Human Resources  
            Trinity Fire & Security  
            Little Bridge Business Park  
            Oil Mill Lane  
            Clyst St Mary  
            Exeter  
            Devon  
            EX5 1AU