

The Mill, Rocester, Staffordshire, ST14 5JW

Tel.: 01889 590 800

Fax.: 01889 594 119

**APPLICATION FOR EMPLOYMENT**

**PRIVATE & CONFIDENTIAL**

**IMPORTANT INFORMATION FOR APPLICANTS**

Applicants should read the following notes carefully before beginning to complete this application form

This application form has been designed to assist us to work towards a diverse and equal workplace, in accordance with our diversity and equal opportunities policy. A copy of this policy is enclosed in the application pack. The application form comprises two parts – Section A and Section B.

Section A – outlines the applicant’s personal details including gender, age, ethnic origin etc. and invites applicants to provide information which will allow JCB Finance Ltd to monitor the effects of its diversity and equal opportunities policy and assist in improving it. This section of the application form will be detached from Section B upon receipt and retained by the Human Resources Department. The short-listing panel will have access only to the information contained in Section B.

Section B – contains essential information to help determine whether candidates meet the short-listing criteria derived from the Person Specification which is enclosed in the application pack.

It is therefore essential that this application form is fully completed as it will be used to determine whether you meet the job related short-listing criteria. If you have any special needs/requirements to enable you to complete this form, please contact the Human Resources department on 01889 590800 and they will be happy to assist.

Curriculum Vitae are not accepted in place of this approved application form unless applicants have difficulty in completing the form. In these circumstances please ensure that personal details are shown separately from information relating to skills, abilities, knowledge and experience. The two sections will be detached and only the information relating skills, abilities, knowledge and experience will be given to the short-listing panel.

The information given on this form will be used for recruitment purposes only, including the monitoring and analysis of our recruitment practices. If you are successful in gaining employment with JCB Finance Ltd, this form and information it contains will form part of your personnel record. If you are unsuccessful, the information will be destroyed after a period not exceeding twelve months from the appointment date. In all cases the information will be held securely in accordance with our Data Protection Policy.

<p><b>SECTION A</b></p> <p>Please complete this form in black ink or type</p>	<p><b>FOR OFFICE USE ONLY</b></p> <p>Job Reference No:</p> <p>Candidate No:</p>
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**DETAILS OF VACANCY**

Job Title .....	Post Number .....
Department .....	Job Reference .....
Section .....	Closing Date .....

**PERSONAL DETAILS**

Surname/Family Name .....	First Name(s) .....
Title * Mr/Mrs/Miss/Ms/Dr (please delete)	Date of Birth .....
Address .....	Tel. No. Home .....
.....	Work .....
.....	Mobile .....
Post Code .....	Email Address .....

**EQUAL OPPORTUNITIES** (Please tick appropriate boxes)

**GENDER**

Male  Female

**ETHNIC ORIGIN** I would describe my ethnic origin as:

**WHITE** British  Irish  Any other white background   
 Please specify .....

**MIXED** White and Black Caribbean  White and Asian   
 White and Black African  Any other mixed background   
 Please specify .....

**ASIAN OR ASIAN BRITISH** Indian  Pakistani  Bangladeshi   
 Any other Asian background  Please specify .....

**BLACK OR BLACK BRITISH** Caribbean  African   
 Any other Black background  Please specify .....

**CHINESE OR OTHER ETHNIC GROUP** Chinese  Any other ethnic group   
 Please specify .....

**DISABILITY**

Do you consider yourself to be disabled? Yes  No

Please identify any special requirements which would assist you:

(a) In the recruitment process .....

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(b) To enable you to carry out the job .....

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**SOURCE**

Where did you see this job advertised?

<input type="checkbox"/> Internal	<input type="checkbox"/> Professional Trade Journal
<input type="checkbox"/> Post & Times	<input type="checkbox"/> National Newspaper
<input type="checkbox"/> Sentinel	<input type="checkbox"/> Derby Evening Telegraph
<input type="checkbox"/> Internet	<input type="checkbox"/> Other

**DRIVING LICENCE**

Do you hold a valid driving licence?  Full UK  Provisional UK  No licence held



<b>SECTION B</b>				
<b>DETAILS OF POST APPLIED FOR</b>		<b>FOR OFFICE USE ONLY</b>		
Job Title:		Job Reference No:		
Department:		Candidate No:		
Post No:				
<b>EDUCATION                      Secondary, Further and Higher</b>				
<b>Secondary subjects, specify GCSE, CSE, O Levels, A Levels etc</b>		<b>Date Obtained</b>	<b>Grade Obtained</b>	
<b>FURTHER &amp; HIGHER</b>				
<b>Dates</b>		<b>Name of College/University</b>	<b>Qualification Obtained/Expected</b>	<b>Grade Obtained</b>
<b>From</b>	<b>To</b>			
<b>PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES</b>				
<b>Date Admitted</b>	<b>Professional Body / Association</b>	<b>Current Level of Membership</b>	<b>Membership Number</b>	
<b>Please Note: Qualifications will be checked and verified, please ensure you are able to provide all documents</b>				

**TRAINING / DEVELOPMENT / LEARNING**

**Please list relevant training undertaken over the past 5 years**

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**PRESENT / \* LAST EMPLOYMENT \* please delete as appropriate**

Job Title:  Name & Address of Employer:     Postcode:  Tel. No:	Date Appointed:  Current Salary:  Benefits / Package    Notice Period:
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Please give a brief description of the duties and responsibilities, skills, and qualifications required to undertake the role:

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Reason for leaving / wanting to leave:

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Dates when NOT available for interview:

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*Please note, every effort will be made to avoid these dates but this may not always be possible.*

# JCB FINANCE LTD

**PREVIOUS EMPLOYMENT (in date order, starting with the most recent. Continue on a separate sheet if necessary)**  
*Previous employers may be contacted to validate information provided.*

Dates		Name & Address of Employer	Job Title & Salary	Brief outline of job role	Reason for Leaving
From	To				

**SUPPORT INFORMATION**

*Please describe how your skills, abilities, knowledge and experience relate to the vacancy you are applying for. You may include any unpaid work or other outside interests if appropriate, and include any examples of achievement. (Continue on a separate sheet if necessary).*

**REFERENCES**

*Please note, a reference will be requested from current and previous employers covering where possible the past 3 years of employment. However, your current employer will not be contacted prior to offer, unless stated below:*

I agree that my current employer may be contacted prior to offer:            YES             NO

Engagement is subject to the Company receiving satisfactory references. References will be approached upon verbal acceptance of any job offer. Any subsequent unsatisfactory references will result in withdrawal or termination of any job offer.

Please give details of 2 references who have known you for the last 2 years. They should be professional, not a relative.

**First Referee – Present (or most recent) Employer**

Mr / Mrs / Miss / Ms / Other (if other, please indicate) .....

Surname ..... Forename(s) .....

Position ..... Time Known .....

Company ..... Tel. Number .....

Address .....

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**Second Referee**

Mr / Mrs / Miss / Ms / Other (if other, please indicate) .....

Surname ..... Forename(s).....

Position ..... Time Known .....

Company ..... Tel. Number .....

Address .....

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**Please return your completed application form to the address below:**

**Human Resources Department,  
JCB Finance Ltd,  
The Mill,  
Rocester,  
Staffordshire,  
ST14 5JW**

**Thank you for taking the time to complete this application form. If you require an acknowledgement of receipt, please enclose a stamped, addressed envelope. If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.**