



APPLICATION FOR EMPLOYMENT



POST DETAILS

Post Title:	
Department:	
Closing Date:	

PERSONAL DETAILS

Surname:	First Name(s):
Marital Status:	National Insurance Number:
Address (including postcode):	
Mobile:	Email Address:
Driving Licence: YES/NO	Own Transport: YES / NO

Applying for this Vacancy

Under the terms of the Asylum and Immigration Act 1996 and the Immigration (Restrictions on Employment) Order 2004, Oregon Timber Frame Limited has a legal obligation to ensure that any successful applicant is legally entitled to work in the U.K.

Are you a British subject or a national of any EU country?	YES / NO
If answered no, do you have the right to work in the UK?	YES / NO
Do you have a current work permit?	YES / NO
If, answered yes, please state the expiry date of your right to work in the UK and/or work permit:	

QUALIFICATIONS AND CERTIFICATION

Please specify details of any qualification or training courses which have led to certification

Subject / Course	Qualification / Grade	Date

Professional Membership	Grade / Awarding Body	Date

EMPLOYMENT HISTORY

Name & Address of Current Employer:	

Post Held:	Date of Commencement:
Present Salary:	Expected Salary:

Please summarise your main duties and responsibilities in the above post.

EMPLOYMENT HISTORY*Previous Employment (Commencing with the most recent):*

Name & Address of Employer	Dates	Post Held	Reason for Leaving

REFERENCES*Please give the names of your referees**Both referees should be in a work capacity and one must be your current or most recent employer.**Please note, we will not make contact with any referees prior to your authorisation at the interview stage*

Name & Address of Referee No.1	Name & Address of Referee No.2
Post Title:	Post Title:
Phone Number:	Phone Number:

HEALTH*Please give details of any sickness absence in the last two years*

From:	To:	No.Of Days:

Do you have any disabilities or health problems that may affect your work? YES / NO

In some operations within Oregon, light lifting may be required, are you aware of any medical condition that may impact on this type of work? YES / NO

Please note, this information will not count against you, but will help us consider ways in which we can reasonably accommodate your needs.

CONVICTIONS

Do you have any unspent convictions or pending criminal proceedings against you? YES / NO

If yes, please give details below.

Conviction Date:	Offence:	Fine/Sentence:

DECLARATION

I verify that all the information I have given on this application form to be correct and have completed all relevant sections.

I also understand that the information given on this form is strictly confidential and will only be used for the purpose of applying for this position and will only be viewed by authorised personnel within Oregon Timber Frame Limited.

This application will be retained for a maximum period of 6 months and will be securely destroyed thereafter.

Signature:	Date:
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Where did you see the post advertised:

**COMPLETED APPLICATION FORMS SHOULD BE MARKED "Private & Confidential" AND RETURNED TO:
Human Resources Department, Oregon Timber Frame Limited, Dunsdalehaugh, Selkirk, TD7 5EF**