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|--|---|-----------------------------|
| Puxton Park | For Puxton Ltd Reference only (APP.NO.): | |
| If you need assistance completing this form, please contact Jon O'Mara, General Manager on 01934 523500 Email: jonomara@puxton.co.uk | 1 | PART 1: CONFIDENTIAL |
| Please return your completed application form to: Jon O'Mara, Puxton Ltd, Puxton Park, Cowslip Lane, Hewish, Weston Super Mare, Somerset BS24 6AH | | |

APPLICATION FORM

PERSONAL DETAILS & DECLARATION

| PERSONAL DETAILS | |
|------------------------------|------------------------------|
| SURNAME | TITLE |
| FIRST NAME(S) | |
| HOME ADDRESS | |
| DAYTIME TELEPHONE NO. | EVENING TELEPHONE NO. |
| MOBILE TELEPHONE NO. | E-MAIL ADDRESS |

| | | |
|---|-----|----|
| MAY WE CONTACT YOU AT WORK? | Yes | No |
| DO YOU HAVE ANY OTHER PAID EMPLOYMENT? | Yes | No |
| IF YES, PLEASE GIVE DETAILS OF TYPE OF WORK & AVERAGE HOURS WORKED | | |

| DECLARATION | |
|--|-------------|
| <p>I certify that the information provided in parts 1 and 2 of this application form are correct and agree that it should form part of the basis of my engagement. I authorise Puxton Ltd to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice.</p> <p>DATA PROTECTION ACT 1998 The information you have provided on this form will be used to inform the recruitment process. It will be held securely and used in connection with matters associated with employment with Puxton Ltd</p> <p>DECLARATION I am aware that Puxton Ltd will create and maintain computer and paper records on me for a period of six months and that these will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above.</p> | |
| SIGNED | DATE |

IF YOU ARE INVITED TO INTERVIEW YOU WILL BE ASKED TO SIGN THIS FORM.

| | | |
|--|--|--------------------------------|
| Puxton Park | For Puxton Ltd reference only (APP. NO.): | |
| If you need assistance completing this form, please contact Alistair Mead, General Manager on 0844 800 2295 Email: alistair@puxton.co.uk | 2 | PART 2: INTERVIEW PANEL |
| Please return your completed application form to: Alistair Mead, Puxton Ltd, Puxton Park, Cowslip Lane, Hewish, Weston Super Mare, Somerset BS24 6AH | | |

APPLICATION FORM

| |
|------------------|
| FULL NAME |
| Position |

| CURRENT OR MOST RECENT EMPLOYMENT | | |
|---|---------------------------|---------------------|
| POST TITLE | START DATE | |
| SALARY & BENEFITS | REASON FOR LEAVING | LEAVING DATE |
| EMPLOYER'S NAME & ADDRESS | | |
| NOTICE PERIOD | | |
| DESCRIBE THE MAIN DUTIES & RESPONSIBILITIES IN YOUR PRESENT/MOST RECENT POSITION | | |

GENERAL EXPERIENCE

| EXPERIENCE/SUITABILITY/INTERESTS |
|---|
| <p>Please outline your experience, suitability and interest in working at Puxton Park, you may continue on one further sheet if required.</p> |

WORK HISTORY

Please note, gaps in employment history must be justified. Please continue on ONE additional sheet if required.

| PREVIOUS EMPLOYMENT (exclude current or most recent) | | |
|--|-------------------|---------------------|
| EMPLOYER'S NAME & ADDRESS | | |
| JOB TITLE | START DATE | LEAVING DATE |
| BRIEF DESCRIPTION OF MAIN DUTIES AND REASON FOR LEAVING | | |
| EMPLOYER'S NAME & ADDRESS | | |
| JOB TITLE | START DATE | LEAVING DATE |
| BRIEF DESCRIPTION OF MAIN DUTIES AND REASON FOR LEAVING | | |

ASYLUM & IMMIGRATION ACT

IT WILL BE A CONDITION PRIOR TO EMPLOYMENT THAT EVIDENCE REGARDING ELIGIBILITY TO WORK IN THE UNITED KINGDOM IS PROVIDED. THIS EVIDENCE COULD INCLUDE A BIRTH CERTIFICATE, P45, PAY SLIP, P60, NATIONAL INSURANCE CARD OR AN APPROPRIATELY ENDORSED PASSPORT.

REFERENCES

PLEASE GIVE DETAILS OF TWO REFEREES YOU HAVE WORKED FOR, ONE OF WHICH MUST BE YOUR CURRENT/MOST RECENT EMPLOYER, AND COVERING AT LEAST YOUR LAST SIX YEARS EMPLOYMENT HISTORY.

| | |
|--|--|
| NAME OF ORGANISATION | NAME OF ORGANISATION |
| NAME OF REFEREE | NAME OF REFEREE |
| JOB TITLE | JOB TITLE |
| ADDRESS | ADDRESS |
| POSTCODE | POSTCODE |
| TELEPHONE | TELEPHONE |
| E-MAIL | E-MAIL |
| CAN WE CONTACT PRIOR TO INTERVIEWS? Yes / No | CAN WE CONTACT PRIOR TO INTERVIEWS? Yes / No |

IMPORTANT CANDIDATE INFORMATION

NOTES FOR CANDIDATES

- 1) WE WILL INFORM CANDIDATES IF THEIR APPLICATION HAS BEEN SUCCESSFUL AS SOON AS PRACTICABLE. UNSUCCESSFUL APPLICATIONS WILL NOT NORMALLY BE ACKNOWLEDGED.
- 2) YOU WILL BE NOTIFIED SEPARATELY IF DISCLOSURE INFORMATION IS TO BE SOUGHT FROM THE CRIMINAL RECORDS BUREAU.