

RHYS DAVIES & SONS LIMITED EMPLOYMENT APPLICATION



INVESTOR IN PEOPLE



**Once completed please return to the following address,
with the documents requested.**

Human Resources Department, Rhys Davies & Sons Ltd, Moy Road Ind. Est., Taffs Well, Cardiff, CF15 7QR

Tel: 02920 815820

Position Applied For:	Location:
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I. PERSONAL DETAILS

Surname Forenames(s)

Address

..... Postcode

National Insurance Number

Due to legislation changes, from 1st May 2004, all applicants are required to provide the following:-

- 1. Valid Passport - Photocopy of photograph page, along with front two pages containing the Serial No**
- Or**
- 2. Full Birth Certificate issued in the U.K., which includes the name of the holders parents. Plus a document showing your National Insurance Number and Name. This could be a P45, P60, National Insurance card, or letter from a government agency.**

Failure to provide this information will mean that your application will NOT be processed.

Do you need a work permit in the U.K. YES / NO

E-mail Address Mobile Telephone No

Next of Kin Tel. Contact Number

Relationship Address

2. MEDICAL HISTORY

Please give brief details of any serious illness, disabilities, or medical conditions which may require special consideration.	
You may be required to undergo a medical examination, either prior to and/or during employment, at any time deemed appropriate by the company. Please indicate your acceptance of this condition by signing the acknowledgement below. This will be at the company's expense.	
I understand and accept this condition.	Signature

Are you aware of any reasons which would prevent you from attending work at any time during the next six months? Please indicate YES or NO in the box. If YES please give details below. If in any doubt, please discuss at any subsequent interview.	

3. CONVICTIONS

Have you ever been convicted by any court of any criminal offence which is not spent? Please indicate YES or NO If Yes, please give details below:	

Have you ever been convicted of any motoring offence or is any prosecution pending? Please indicate YES or NO If Yes, please give details below:	

4. RELEVANT EMPLOYMENT HISTORY - Please continue on a separate sheet if necessary

	Name and address of employer (most recent first)	Dates Employed	Job Title(s)	Main Duties and Responsibilities of Job(s)	Final Wage / Salary	Reason for Leaving	Name and Contact Tel No. /Address of Referee
1							
2							
3							
4							
5							

9.

A. DECLARATION

I declare that, to the best of my knowledge, the above information and that submitted on this and any accompanying document(s), is accurate and comprehensive. I understand that any false or misleading information provided in this application, or relevant omissions from it may result in my dismissal if I am employed by Rhys Davies & Sons Ltd.

B. CORPORATE ISSUE UNIFORM / SAFETY WEAR / ACCESS KEYS & FOBS

If your application is successful you could receive the above. Please note that it is your responsibility to keep the corporate issue clothing to standard condition as was issued. Upon termination of either party, the above items must be returned to your line manager to allow final payments to be issued.

C. TRAINING

The Company is dedicated to an on-going Training programme to enhance the relationship development of both employee and employer. If you are given the opportunity to participate full written details of the policy will be provided by your manager. The company may seek to reclaim upon termination of employment costs incurred.

I have read and understood the conditions in Section 11

SignatureDate.....

10. We monitor applications to ensure that our recruitment procedures do not lead to discrimination. Please help us by completing this section. This monitoring information will remain confidential. It will be kept separately from the main form and will not be used, or be available for use, by anybody involved in selection decisions. Please tick the appropriate box.

Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Please provide details of your ethnic origin by choosing one section from A to E, then tick the appropriate box to indicate your cultural background:		
A: White	<input type="checkbox"/> British	<input type="checkbox"/> Irish <input type="checkbox"/> Other (please write in)
B: Mixed	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other mixed background
C: Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
D: Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African <input type="checkbox"/> Any other Black background
E: Chinese or other Ethnic Group	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other (please write in)
Please provide details of your religion:		
<input type="checkbox"/> None <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Other (please write in)		
Do you consider yourself to have / have had a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES please give details:		
If you have, or have had a disability that effects your ability to carry out the role you are applying for, please outline any reasonable adjustments that we could make to the job that would enable you to compete for it fairly. (on a separate sheet)		
Date Protection Act: This information provided within this form may be used for statistical analysis and to administer the company's operations in connection with your employment. I declare that the information given on this form is correct. I understand that any false statement could lead to dismissal.		
Signature Date		