



# ROBERT P.D. FROST & CO. LTD.

MOULD TOOLS & MOULDINGS, PROTOTYPE & DEVELOPMENT

45 Burrowfield, Welwyn Garden City, Hertfordshire AL7 4SS

Tel: 01707 331188 Fax: 01707 393714

E-mail: [sales@rpdfrost.co.uk](mailto:sales@rpdfrost.co.uk) Web Site: [www.rpdfrost.co.uk](http://www.rpdfrost.co.uk)



## Application for Employment

Position applied for:- \_\_\_\_\_

How did you hear of this vacancy? (include date):- \_\_\_\_\_

FULL NAME: Mr/Ms/Mrs/Miss \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home \_\_\_\_\_  
(✓ In box if we Mobile \_\_\_\_\_  
can use) Work \_\_\_\_\_

N.I. Number: \_\_\_\_\_

Are you fit and in good health? \_\_\_\_\_ If not, please give details overleaf:

How many days have you taken off from work in the last 12 months due to ill health? \_\_\_\_\_

Do you hold a current driving licence? \_\_\_\_\_

Do you have the right to work in the UK? \_\_\_\_\_

Have you ever been convicted of a criminal offence? \_\_\_\_\_ If so, please give details overleaf:

## SECONDARY EDUCATION: Please give details of all examinations attempted & results

Names & Addresses of Schools / Colleges & Dates Attended.	Subject / Courses Studied & Level	Examination Results/ Grades (including any examination failed).

**FURTHER EDUCATION AND TRAINING:** Please give details of all further and higher education since leaving school including training courses and details of qualification.

Name of University / College / Institute & Dates Attended.	Subject / Courses Studied & Level / Types of Training	Qualifications Obtained

**EMPLOYMENT HISTORY** (Most recent first)

Dates From/To	Name & Address of Employer	Position Held	Reasons for Leaving	Start/Leaving Salary

**GENERAL**

Please give details of any experience or achievements, which you feel may be relevant in your application for employment (attach another sheet if required).

**What are your hobbies?**

**How much notice are you required to give to leave your present employment?**

**When would you be available to start work?**

**Please note that an official document containing your National Insurance Number and proof of your right to work must be presented at the interview. Please ask for a copy of documents required for proof of your right to work.**

**REFERENCES**

Name and Address of 2 references who are not related to you, who we can approach for a confidential assessment of your suitability for this job. Present or past employers would be most acceptable.

**Full Name:** Mr/Ms/Mrs/Miss

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Full Name:** Mr/Ms/Mrs/Miss

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Would you be willing for us to contact them without your knowledge:** Yes / No

**DECLARATION BY APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and /or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

**Signed:**

**Dated:**

**Please forward your Application Form to:-**

**Mrs W Drymoni  
Robert P.D. Frost & Co. Ltd.  
45 Burrowfield  
Welwyn Garden City  
Hertfordshire AL7 4SS**

**Should you require any special arrangements to attend an interview, please advise below:**

\_\_\_\_\_  
\_\_\_\_\_