

APPLICATION FOR EMPLOYMENT FOR

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection only. Where the application is successful, Moody Direct Ltd may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provision of the Data Protection Acts 1984 and 1998. Please also note that Moody Direct Ltd may approach third parties to verify the information you have given. By signing this form you will be providing Moody Direct Ltd with your consent to all these uses. On completion please return this form to:

Moody Direct Ltd, West Carr Road, Retford, DN22 7SN

Miss/Mrs/Ms/Mr (please delete as appropriate)		
First Name(s)		
Last Name		
Address		
Postcode		
Telephone (Day)	(Evening)	(Mobile)
Email address		
Are you eligible for employment in the United Kingdom? YES/NO Please indicate what documentation you can provide in order to demonstrate this i.e.: <ul style="list-style-type: none"> • British Passport • Birth Certificate • European Economic Area Identity Card • Travel document showing an authorisation to reside and work in the United Kingdom • Document showing National Insurance Number 		
References (Please provide 2 references, one of which should be your current or last employer)		
Name	Name	
Company	Company	
Address	Address	
Telephone No.	Telephone No.	
Do you have a full UK Driving Licence? YES/NO		
Do you have any endorsement (if so how many)?		
Are there any medical conditions that you suffer from that we should know about? YES/NO If yes, please outline the disability.		
What is the earliest date you are available to start work?		



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EQUAL OPPORTUNITIES MONITORING FORM

This form will be used to monitor how Moody compares nationally (and locally) with regard to equal opportunities. It will not be held for any purpose other than monitoring.

This form is optional and anonymous. It does not constitute any part of the recruitment and selection process and is separated from the application form on receipt.

Please tick which age group you fall into:		18-24	<input type="checkbox"/>
		25-34	<input type="checkbox"/>
		35-44	<input type="checkbox"/>
		45-54	<input type="checkbox"/>
		55-64	<input type="checkbox"/>
		65-75	<input type="checkbox"/>
Are you (please tick):		Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>
Please outline what your marital status is (please tick):		Married	<input type="checkbox"/>
		Single	<input type="checkbox"/>
		Divorced	<input type="checkbox"/>
Disability: Do you suffer from a recognised disability as outlined in the Disability Discrimination Act? YES/NO			
If so, please state what that disability is:			
Please indicate what your ethnic group is. Choose one section from A to E and tick the appropriate box.			
A	White	<input type="checkbox"/>	British <input type="checkbox"/> Irish <input type="checkbox"/>
Any other White background, please write in:			
B	Mixed	<input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/>
Any other Mixed background, please write in:			
C	Asian or Asian British	<input type="checkbox"/>	Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/>
Any other Asian background, please write in:			
D	Black or Black British	<input type="checkbox"/>	Caribbean <input type="checkbox"/> African <input type="checkbox"/>
Any other Black background, please write in:			
E	Chinese or other ethnic group	<input type="checkbox"/>	Chinese <input type="checkbox"/>
Any other, please write in:			
Where did you find out about the job vacancy for which you are applying (please tick)?			
Newspaper <input type="checkbox"/> Agency <input type="checkbox"/> Company internal notice board <input type="checkbox"/> Internet <input type="checkbox"/>			
Other (please state)			

EDUCATION

NAME OF SCHOOL:		Year attended	
		From:	To:
QUALIFICATIONS ACHIEVED			
GCSE			
Subject	Grade	Subject	Grade
A LEVELS			
Subject	Grade	Subject	Grade
OTHER (please state)			
Subject	Grade	Subject	Grade

NAME OF COLLEGE/UNIVERSITY:		Year attended	
		From:	To:
Qualification achieved			

WORK EXPERIENCE/EMPLOYMENT

COMPANY	JOB TITLE AND MAIN DUTIES OR TASKS UNDERTAKEN	Dates Employed/ Attended

OTHER ACHIEVEMENTS

INTERESTS/HOBBIES

EMPLOYMENT RECORD

Please give details of your last 3 employers

COMPANY NAME AND ADDRESS	JOB TITLE AND MAIN DUTIES OR TASKS UNDERTAKEN	Date Employed From-To
Reason for leaving:		
Reason for leaving:		
Reason for leaving:		

QUALIFICATIONS

Please list general educational qualifications e.g. GCSE, A LEVELS, NVQs

Please list any professional qualifications e.g. Degree, HND and also Institute Memberships

Please list any specialist qualifications such as First Aid Certificate, Fork Truck Driving, Specialist Equipment Training, etc.

COMPUTING KNOWLEDGE/EXPERTISE

Please indicate your areas of computer experience by ticking the appropriate box. This section is for our information and not necessarily a job requirement.

Windows operating systems <input type="checkbox"/>	Word processing <input type="checkbox"/>
Access/Excel spreadsheets <input type="checkbox"/>	E-mail <input type="checkbox"/>
Outlook/Outlook Express <input type="checkbox"/>	PowerPoint <input type="checkbox"/>
CAD software <input type="checkbox"/>	Use of internet <input type="checkbox"/>
Other software or computer skills (please give details)	

KNOWLEDGE & EXPERIENCE

Do you have any Process Engineering, Service or Commissioning experience? If yes, please give brief details.

Do you have any Electrical or Control knowledge or experience? If yes, please give brief details.

Have you served a recognised apprenticeship? If yes, please give brief details including start and completion dates.

Signed: **Date:**