

APPLICATION FOR EMPLOYMENT

Technical Control Systems Ltd endeavours to give candidates the utmost opportunity to present their qualities, skills and abilities through our selection procedure. The information presented on this form will be treated in the strictest confidence. Please note a separate CV will not be accepted, this is to ensure that all applications received are compared on the same basis using core information.

Note : If you are completing this form electronically and require more space to fill in your details, click on the edge of the box and drag one of the small circles to expand. If the text ‘disappears’ behind the expanded box you may need to insert a new page and create a new text box as a continuation.

**POSITION APPLIED FOR** 

**JOB REFERENCE No** 

**PERSONAL DETAILS**

**SURNAME**  **FORENAME(S)** 

**TITLE**  **KNOWN AS** 

**ADDRESS** 

**POSTCODE** 

**DAYTIME TEL No**  **MAY WE CONTACT YOU ON THIS NUMBER? Y / N**

**PLEASE INDICATE ANY DATES YOU DATE AVAILABLE TO BEGIN WORK** 

**ARE NOT AVAILABLE FOR INTERVIEW**

**HOME TEL No** 

The answers given in the above section will be treated in the strictest confidence and will be detached from the application form prior to short listing. Only personal qualifications, skills and attributes relevant to the position will be considered.

**EQUALITIES STATEMENT**

The Management Technical Control Systems Ltd recognises that people are discriminated against and will make every effort to ensure there is no unreasonable exclude of any individual from employment opportunities

# ACCESS TO WORK

The Company is committed to creating Equality of Opportunity in Employment and if appointed to the post the Company will endeavour to meet any requirements you have to enable you to make the best of your job.

The Company does not need to know what these requirements might be in advance of being short listed, but will offer an interview to any applicant who wishes to declare that they have a disability and who satisfies the job description and person specification.

Upon offer of an interview any personal requirements you have to maximise your interview opportunity should be notified to the Company Secretary. All requirements will be treated in confidence.

**CONVICTIONS** Have you ever been convicted of a criminal offence (other than a spent conviction under the terms of the Rehabilitation of Offenders Act 1974)? If yes, give details.

**ADVERTISEMENT**  From which newspaper / publication did you learn of this employment opportunity?

**ASYLUM AND IMMIGRATION** 

To assist the Company to meet the requirements of the Asylum and Immigration Act of 1996, applicants short listed are asked to bring the documentation listed at the end of this application form to their interview (List 1 & 2).

Applicants must bring **one of the original documents** included on List 1; or a **combination of two original documents** specified in List 2.

**IMPORTANT.** Applicants who turn up for an interview without the necessary documents will not be interviewed.

If you require more space additional sheets may be used. Please ensure that the job title and reference number of the post for which you are applying are on the top of any additional sheets.

**EDUCATION / TRAINING**

|  |  |  |
| --- | --- | --- |
| **Name and address of School / College** | **From / to** | **Summary of qualifications gained** |
|  |  |  |

**FURTHER / HIGHER EDUCATION** 

|  |  |  |
| --- | --- | --- |
| **University / College** | **From / to** | **Course / qualifications gained** |
|  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES** 

|  |  |  |
| --- | --- | --- |
| **Name of professional body** | **Year of election** | **Grade of Membership** |
|  |  |  |

**PLEASE COMPLETE THIS SECTION IF THE JOB DESCRIPTION SPECIFICALLY REQUIRES IT**

Do you hold a current UK driving licence? YES / NO

Do you have any current endorsements? YES / NO

If yes, please state what they are

## JOB RELATED TRAINING

Please give details of any long or short courses attended, qualifications/awards gained or continuous professional development activity, which would support your application:

## EMPLOYMENT HISTORY

# CURRENT/ PREVIOUS EMPLOYER

**NAME** 

**ADDRESS** 

**POSTCODE** 

**NATURE OF BUSINESS** 

**JOB TITLE** 

**DATES FROM**  **TO** 

**PERIOD OF NOTICE REQUIRED** 

**REMUNERATION PACKAGE** 

# KEY TASKS AND AREAS OF RESPONSIBILITY

(Please attach a copy of your current job description if available)

If not still employed, please state reasons for leaving

**EMPLOYMENT HISTORY (CONTINUED)**

**EMPLOYMENT HISTORY (continued)**

Please give details of your employment history in reverse chronological order for up to 10 years only. Indicate any career breaks and the reasons for them and state other full time commitments.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name and address** | **Job Title** | **From / To** | **Reason for Leaving** |
|  |  |  |  |

## SKILLS AND ABILITIES

TCS does not focus purely on academic qualifications but places great importance on job knowledge, skills abilities and personal qualities that a person has gained in both their present and previous positions, voluntary work, work experience and vacation work.

Please highlight below skills and abilities in support of your application in relation to the job specification.

## REASONS FOR APPLICATION

Please indicate below the reasons behind your application to TCS and outline your career aspirations.

#### REFERENCES

Please give the names and address of two referees. Your current or previous employer should be one and if you are a school/college leaver, please include an academic reference.

**NAME**  **NAME** 

**ADDRESS**  **ADDRESS** 

**TEL**  **TEL** 

**FAX**  **FAX** 

**EMAIL**  **EMAIL** 

(Please note referees will only be contacted with the prior agreement of the applicant)

#### PERSONAL DECLARATION

I hereby declare that the information stated on this form is to the best of my knowledge correct. I understand that deliberately stating false information could result in an offer of employment being withdrawn, or, in the result of my employment to the Company, dismissal.

**SIGNATURE**  **DATE** 

Once completed this application form should be returned by post or email to:

Technical Control Systems Ltd

Treefield Industrial Estate

Gelderd Road

Gildersome

Leeds LS7 7JU

**EMAIL** : [careers@tcspanels.co.uk](mailto:careers@tcspanels.co.uk)

**TEL** : 0113 252 5977

[**www.tcspanels.co.uk**](http://www.tcspanels.co.uk)

**documentation REQUIRED FOR interview** 

Applicants must bring **one of the original documents** included on List 1; or a **combination of two original documents** specified in List 2.

**IMPORTANT.** Applicants who turn up for an interview without the necessary documents will not be interviewed

**List 1**

* A passport showing that that the holder is a British citizen, or has a right of abode in the United Kingdom.
* A document showing that the holder is a national of a European Economic Area Country. This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
* A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work applied for if you do not have a work permit
* An application Registration Card issued by the Home office to an asylum seeker stating that the holder is permitted to take employment.

**List 2**

**First Combination**

1. A document giving your National Insurance Number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency.

**AND** one of the following:

1. A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR
2. a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
3. a certificate of registration or naturalisation stating that you are a British citizen; OR
4. a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
5. an Immigration Status Document issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their; OR
6. a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work applied for; OR
7. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work applied for.

**Second Combination**

1. A work permit or other approval to take employment that has been issued by Work Permits UK.

**AND** one of the following:

1. a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
2. a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

**Notice to Interviewer**

Documents provided by the applicant must be photocopied and the copies passed to the Company Secretary for vetting before any job offers are confirmed.