



TECHNOCOVER LIMITED • HENFAES LANE • WELSHPOOL  
POWYS • SY21 7BE • UNITED KINGDOM

T. +44 (0)1938 555511 W. Technocover.co.uk



## Job Application Form

All information given will be treated in the strictest confidence.  
Technocover is an equal opportunities employer.

Please use **BLOCK CAPITALS** unless typing this application.

FOR INTERNAL USE ONLY

Received: / / Appointed: YES/NO

Short-listed: YES/NO Start Date: / /

POSITION APPLIED FOR: \_\_\_\_\_

### 1. PERSONAL DETAILS

Surname:	
Forename(s):	
Address:	
Postcode:	
E-mail	
Telephone Numbers	Home:
	Mobile:
	Work:

### 2. EDUCATION AND QUALIFICATIONS

School/College/ University Attended	Date From	Date To	Full or Part Time	Qualification(s) Gained – Subject	Grade/Result
<i>e.g. Meole Brace School</i>	<i>09/2005</i>	<i>07/2010</i>	<i>Full Time</i>	<i>English Maths History</i>	<i>B C A</i>

Apprenticeships/NVQs/Vocational Training and Courses/etc.	Date From	Date To	Qualification(s) Gained

### 3. CURRENT/MOST RECENT EMPLOYMENT

Name of Employer:	
Post held: (Give a brief description of role and responsibilities)	
Address/Telephone Number:	
Date Employment Started:	
Date Employment Finished (If Applicable):	
Notice Required (If Applicable):	
Present Salary (If Applicable):	

#### 4. EMPLOYMENT HISTORY

Name and Address of Organisation	Position Held/ Nature of Work	Full or Part Time	Date From	Date To	Reason for Leaving

#### 5. IT KNOWLEDGE

Details of Package(s) Used/Familiar With

#### 6. REFERENCES

Job offers will be subject to satisfactory references; please ensure that details provided will be suitable. Do not include relatives and at least one reference should be from previous employment. Current employer will not be approached unless an offer is made.

Name	Position/Relationship	Address	E-mail	Telephone Number

## 7. SUPPORTING STATEMENT

Please give details of any information that you wish to provide in support of your application. For example this may include what you think you can bring to Technocover, any hobbies/interests relevant to the post applied for or describing what you've gained from work experience or volunteer work you may have done.

## 8. DATA PROTECTION

Please refer to Job Applicant Privacy Notice supplied as attachment or located on our website at Technocover.co.uk

## 9. EQUAL OPPORTUNITIES

Technocover are committed to promoting equality of opportunity for all staff and job applicants. We do not discriminate against staff or job applicants on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you have a disability and there are any reasonable adjustments that Technocover may need to make to help you for interview purposes, should you be successful to this stage, please advise here:

Disability:	
Adjustments Required:	

## 10. DECLARATION

I declare that the information I have given on this form is to the best of my knowledge true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I Confirm that I have both read and understood all text presented to me as part of the application process including the **Job Applicant Privacy Notice**.

I confirm that I have the right to work within the UK and will produce documentary evidence of such upon appointment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

WHEN COMPLETE PLEASE RETURN APPLICATION TO:

Human Resources Manager, Technocover Limited,  
Henfaes Lane, Welshpool, Powys, SY21 7BT

E-mail: Julie.Mitten@Technocover.co.uk

### ELECTRONIC SUBMISSION

By entering my name below, I assert that I have reviewed my application and have both read and understood all the text presented to me as part of the application process including the **Job Applicant Privacy Notice**.

Electronic Signature (Type Name)

\_\_\_\_\_ Date: \_\_\_\_\_