

# Employment Application Form



**P. DUCKER SYSTEMS LTD.**

Olympus House, Stephenson's Way  
Wyvern Business Park, Derby  
England. DE21 6LY

Tel: + 44 (0) 1332 280195

Fax: + 44 (0) 1332 281002

[www.pdslimited.co.uk](http://www.pdslimited.co.uk)

<b>Position Applied For</b>		<b>Salary/Wage Expectations</b>	
<b>How did you hear about the vacancy ?</b> (e.g. Local Press – if so, which one ?, Speculative enquiry, through a friend, Job Centre, Agency, etc.)		£	

1. Personal Details			
<b>Surname</b>		<b>Forename (s)</b>	
<b>Title</b>		<b>Known As</b>	
<b>Current Address</b>		<b>Home Phone Number</b>	
		<b>Mobile Phone Number</b>	
		<b>E-mail Address</b>	
<b>Postcode</b>		<b>National Insurance Number</b>	

2. Education & Qualifications
Please list your most recent qualifications.

Establishment Name (e.g. Schools, College, Further Education, University, etc.)	Dates		Examining Body	Subjects or Qualification	Grade or Anticipated Grade
	From	To			
				e.g. 5 GCSE's	A - C

Professional Membership & Qualifications



**5. Additional Information**

Please use this space to detail any other information you may wish to add in support of your application, which could include skills and experience you have gained through employment and other work activities.

Please tell us about an achievement that you were especially proud of, because it was difficult or demanding to do. Explain why it was challenging and what specific contribution you made towards achieving the end goal

Please describe yourself in six words explaining your choices.

**6. References**

In the event of any offer of employment and your subsequent acceptance, we will contact your current/previous employers to obtain a work reference

**Employer # 1**

<b>Contact Name</b>		<b>Contact Address</b>	
<b>Job Title</b>			
<b>Work Phone Number</b>			
<b>E-mail Address</b>			

**Employer # 2**

<b>Contact Name</b>		<b>Contact Address</b>	
<b>Job Title</b>			
<b>Work Phone Number</b>			
<b>E-mail Address</b>			

7. General				
Have you a current Driving Licence ?	Full		Provisional	No
If you have any endorsements, please give details				
Do you own a car ?	Yes		No	
Are you legally eligible to work in the UK	Yes		No	
If you are a non EU National , do you hold-: <ul style="list-style-type: none"> <li>• Work Registration</li> <li>• Working Permit</li> <li>• Working Visa</li> </ul> (Please enclose copies with your application)	Yes		No	
Have you ever been convicted of a criminal offence (Declaration subject to the Rehabilitation of Offenders Act):	Yes		No	
If yes, please give details				
If offered this position, will you continue to work in any other capacity?	Yes		No	
Do you consider yourself to have a disability, which may effect your application ?	Yes		No	
a) Please describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in the application for the job:				
b) Please describe any reasonable adjustment which you feel should be made to the job itself would enable you to carry out the job:				

8. Hobbies & Interests
Please use this space to detail any other hobbies and interests that you have.

## 9. Declaration

I hereby confirm that the above details are true and complete to the best of my knowledge and belief. I understand that any offer of employment will take into consideration the information I have provided and any false statement may be sufficient cause for rejection or, if employed, dismissal.

I authorise P. Ducker Systems Limited to obtain references to support this application once an offer has been made and accept and release the company and referees from any liability caused by giving or receiving of information.

I give my consent to my personal information being processed in relation to my application for employment under the Data Protection Act 1998, in that information provided on this form will only be used in relation to my application for Employment.

<b>Print Full Name</b>		<b>Date</b>	
<b>Sign</b>			

Please continue on separate sheet (s) if necessary. Please return this application form to:

Personnel Department  
P. Ducker Systems Ltd,  
Olympus House,  
Stephenson's Way,  
Wyvern Business Park,  
Derby. DE21 6LY  
ENGLAND.

Tel +44 (0) 1332 280195  
Fax +44 (0) 1332 281002.

Web: [www.pdslimited.co.uk](http://www.pdslimited.co.uk)  
E-mail: [Personnel@pdslimited.co.uk](mailto:Personnel@pdslimited.co.uk)



# Equal Opportunities Monitoring



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<b>Position Applied For</b>	<b>National Insurance Number</b>
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Applicants are requested to tick three of the relevant boxes below to enable the company to monitor it's equal opportunities policy.

Monitoring is recommended by codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status.

It is the company's recruitment policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status, sexual orientation, religious belief or disability.

This information is used for no other purpose and will be treated as confidential:

<b>Male</b>	<b>Female</b>
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<b>Ethnic Group</b>			
<b>White - UK</b>		<b>Indian</b>	
<b>White – European</b>		<b>Pakistani</b>	
<b>Black - Caribbean</b>		<b>Bangladeshi</b>	
<b>Black – African</b>		<b>Chinese</b>	
<b>Black Other – Please Specify:</b>		<b>Other – Please Specify:</b>	

<b>Marital Status</b>			
<b>Married</b>		<b>Single</b>	
<b>Divorced</b>		<b>Living with Partner</b>	
<b>Widowed</b>		<b>Separated</b>	

<b>Date of Birth</b>	
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