



APPLICATION FORM  
PRIVATE & CONFIDENTIAL

Please complete this form using black ink only, and return it to:

Human Resource Manager  
Dunraven Manufacturing  
Dunraven House  
Stormy Down  
Pyle, Bridgend  
CF33 4AH

Position Applied For:	
How did you hear about this vacancy:	

**Personal Details:**

Title:	Surname:	Forenames:
Address:	Tel: Home	Mob:
Postcode:	Work: <small>(only if you can be contacted there)</small>	E-Mail:
Are there any restrictions on your continued residence or employment in the UK? Yes / No If yes please give details:		
National Insurance No:		
What period of notice are you required to give your present employer:		
<small>Only complete the next two questions if these are a requirement of the job for which you are applying, otherwise continue overleaf</small>		
Do You have a current driving licence? Yes / No	Do You have your own vehicle? Yes / No	

**EMPLOYMENT RECORD** (please complete most recent and work backwards. Please use a separate sheet in necessary)

**CURRENT OR MOST RECENT JOB**

Position Held:

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Please give a brief description of duties: \_\_\_\_\_

Current / Last Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Employment**

Position Held:

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Please give a brief description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position Held:

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Please give a brief description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Position Held:

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_

Please give a brief description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_







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**EQUAL OPPORTUNITIES**

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, age, gender, sexual identity or marital status, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and *for no other reason*, please answer the following questions. (tick box where appropriate)

<p><b>Sex</b> Male: <input type="checkbox"/>                      Female: <input type="checkbox"/></p>
<p><b>Age</b> 16-25: <input type="checkbox"/>                      26-35: <input type="checkbox"/>                      36-45: <input type="checkbox"/>                      46+: <input type="checkbox"/></p>
<p><b>Disability</b> Do you consider that you have a disability, as defined in the Disability Discrimination Act 1995? Yes: <input type="checkbox"/>                      No: <input type="checkbox"/></p> <p>If yes please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary)</p>
<p>Are there any special arrangements which need to be made should you be short listed for an interview?</p>
<p><b>Race</b> Please read all the categories and then tick the box that applies to you. I Am:</p> <p>White:            British: <input type="checkbox"/>            Irish: <input type="checkbox"/>            Any other white background (please state) .....</p> <p>Mixed Race: White and black Caribbean: <input type="checkbox"/>            White and Black African: <input type="checkbox"/></p> <p>Asian or Asian British: <input type="checkbox"/>            Indian <input type="checkbox"/>            Pakistani: <input type="checkbox"/>            Bangladesh: <input type="checkbox"/> Any other Asian background (please state) .....</p> <p>Black or Black British: <input type="checkbox"/>            Caribbean: <input type="checkbox"/>            African: <input type="checkbox"/> Any other Black Background (please state): .....</p> <p>Chinese or other ethnic: <input type="checkbox"/>            Chinese: <input type="checkbox"/>            Any other (please state): .....</p>

