

APPLICATION FOR EMPLOYMENT

PRIVATE & CONFIDENTIAL

RETURN THIS FORM TO:
White Horse Contractors Ltd, Lodge Hill, Abingdon,
Oxon, OX14 2JD



POSITION APPLIED FOR:	
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PERSONAL DETAILS

SURNAME:		FORENAME(S):	
TITLE:		TELEPHONE NO:	
ADDRESS:		POSTCODE:	
		NI NUMBER:	
EMAIL ADDRESS:			
ARE THERE ANY RESTRICTIONS ON YOU TAKING UP EMPLOYMENT IN THE UK?		NO / YES (PLEASE PROVIDE DETAILS)	
CURRENT DRIVING LICENCE:	NO / FULL / PROVISIONAL	DETAILS OF ANY ENDORSEMENTS:	
DRIVING LICENCE GROUPS:			
DRIVING LICENCE NO:			

EDUCATION HISTORY

NAME OF SCHOOL/ COLLEGE/ UNIVERSITY	COURSE(S) UNDERTAKEN	QUALIFICATION(S) GAINED

EMPLOYMENT HISTORY (*most recent first*)

PRESENT EMPLOYER NAME & ADDRESS		DATES EMPLOYED	FROM:	TO:
JOB TITLE:			RATE OF PAY:	
DUTIES:				
SKILLS:				
REASON YOU WISH TO LEAVE:				

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LAST EMPLOYER'S NAME & ADDRESS		DATES EMPLOYED	FROM:	TO:
JOB TITLE:			RATE OF PAY:	
DUTIES:				
SKILLS:				
REASON FOR LEAVING:				

PREVIOUS EMPLOYER'S NAME & ADDRESS		DATES EMPLOYED	FROM:	TO:
JOB TITLE:			RATE OF PAY:	
DUTIES:				
SKILLS:				
REASON FOR LEAVING:				

PREVIOUS EMPLOYER'S NAME & ADDRESS		DATES EMPLOYED	FROM:	TO:
JOB TITLE:			RATE OF PAY:	
DUTIES:				
SKILLS:				
REASON FOR LEAVING:				

Please note any other employment you would continue with if you were successful in obtaining this position	
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TRAINING & SKILLS

NAME OF AWARING BODY	COURSE(S)/ TEST UNDERTAKEN	If applicable, QUALIFICATION LEVEL & YOUR REGISTRATION NUMBER
<i>For example: CPCS Site Safety Training</i>	<i>Red card 360 excavator Manual Handling</i>	<i>Trainee plant operative 0012345 N/A</i>

Please tell us about any other skills you have that you feel may be of use for this position	
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Please tell us why you have applied for this job and why you think you are the best person for the job	
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CRIMINAL RECORD

<i>Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state 'NONE'. If certain circumstances employment is dependent upon obtaining a satisfactory disclosure from the Disclosure Barring Service.</i>	
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DECLARATION Please read this carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. I agree that the organisation reserves the right for me to undergo a medical examination (should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to 6 years thereafter and understand that information will be processed in accordance with the Data Protection Act. I agree that should I be successful in this application I will, if required, apply to the Disclosure Barring Service for an enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed: _____ Date: _____

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IF YOU ARE APPLYING FOR A JOB AS A LABOURER OR PLANT OPERATIVE PLEASE COMPLETE THE FOLLOWING AND RETURN WITH YOUR APPLICATION FORM

Skill Level:

- | | | | | |
|--|--|---|--|---|
| <p>1
Extensive
I have carried out this task on a very frequent basis and in difficult and complex situations. I could instruct others.</p> | <p>2
Substantial
I have expert knowledge and have carried out this task frequently and am very competent to do so without supervision.</p> | <p>3
Moderate
I have sufficient knowledge & experience to perform this task successfully in routine situations; minimal supervision required.</p> | <p>4
Limited
I have some knowledge & experience to perform this task but may require additional instruction to apply my skill effectively.</p> | <p>5
None
I have no experience doing this task and don't know how to do it.</p> |
|--|--|---|--|---|

		Please circle the number which best corresponds to your skill level					If your rating is 4 or 5, would you be interested in developing this?
Plant/ Equipment							
	Earthmoving using up to 10T 360 Excavators	1	2	3	4	5	Yes / No
	Earthmoving using over 10T 360 Excavators	1	2	3	4	5	Yes / No
	Earthmoving using 180 Excavators	1	2	3	4	5	Yes / No
	Piling with excavator	1	2	3	4	5	Yes / No
	Using forward tipping dumpers	1	2	3	4	5	Yes / No
	Using rear tipping dump truck	1	2	3	4	5	Yes / No
	Using 10/12 Trencher	1	2	3	4	5	Yes / No
	Using 15/15 Trencher	1	2	3	4	5	Yes / No
	Using 26/15 Trencher	1	2	3	4	5	Yes / No
	Using 30/20 Trencher	1	2	3	4	5	Yes / No
	Telehandler operations	1	2	3	4	5	Yes / No
	Using up to 55HP Tractors & implements	1	2	3	4	5	Yes / No
	Using over 80HP Tractors & implements	1	2	3	4	5	Yes / No
	Using over 100HP Tractor with whizz wheel	1	2	3	4	5	Yes / No
	Slinger Signaller	1	2	3	4	5	Yes / No
	Using bulldozers for earthmoving	1	2	3	4	5	Yes / No
	Using bulldozers with GPS	1	2	3	4	5	Yes / No
	Using bulldozers with automatic laser	1	2	3	4	5	Yes / No
	Using bulldozers with manual laser	1	2	3	4	5	Yes / No
	Using bulldozers with mole plough	1	2	3	4	5	Yes / No
	Using rollers up to 140	1	2	3	4	5	Yes / No
	Using rollers over 140	1	2	3	4	5	Yes / No
	Mobile elevating work platforms	1	2	3	4	5	Yes / No
	Using tracked hopper	1	2	3	4	5	Yes / No
	Using Househam hopper	1	2	3	4	5	Yes / No
	Using a chainsaw	1	2	3	4	5	Yes / No
	Using a disc cutter	1	2	3	4	5	Yes / No
	Using cable detectors	1	2	3	4	5	Yes / No
Tasks							
	Laying drainage pipe & connections	1	2	3	4	5	Yes / No
	Laying kerbs	1	2	3	4	5	Yes / No
	Bricklaying	1	2	3	4	5	Yes / No
	General concreting	1	2	3	4	5	Yes / No
	Concreting with formwork for roads, yards etc	1	2	3	4	5	Yes / No
	Line marking	1	2	3	4	5	Yes / No
	Pesticide application	1	2	3	4	5	Yes / No
	Planting shrubs, trees	1	2	3	4	5	Yes / No

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Road/ path construction – tarmac, gravel, gravel boards	1	2	3	4	5	Yes / No
Laying block paving, slab paving – commercial & domestic	1	2	3	4	5	Yes / No
Take levels with laser	1	2	3	4	5	Yes / No
Set up levels, drainage falls	1	2	3	4	5	Yes / No
Transfer levels to trencher	1	2	3	4	5	Yes / No
Surveying with laser equipment	1	2	3	4	5	Yes / No
Setting up irrigation equipment	1	2	3	4	5	Yes / No
Synthetic carpet installation	1	2	3	4	5	Yes / No
Erection of scaffolding	1	2	3	4	5	Yes / No
Banksman	1	2	3	4	5	Yes / No
Erection of fencing – domestic & agricultural	1	2	3	4	5	Yes / No
Carpentry	1	2	3	4	5	Yes / No
Roofing, tiling	1	2	3	4	5	Yes / No
Plumbing water supplies	1	2	3	4	5	Yes / No
Plumbing internal/ domestic	1	2	3	4	5	Yes / No
Painting external areas	1	2	3	4	5	Yes / No
Painting/ decorating – internal areas	1	2	3	4	5	Yes / No
Laying pond liner/ pipework	1	2	3	4	5	Yes / No
Building below ground chambers	1	2	3	4	5	Yes / No
Clay puddling/ Bentonite use	1	2	3	4	5	Yes / No
Carrying out landscaping works	1	2	3	4	5	Yes / No
Laying small roll turf	1	2	3	4	5	Yes / No
Laying big roll turf	1	2	3	4	5	Yes / No
Cultivation & seeding – small works	1	2	3	4	5	Yes / No
Cultivation & seeding – sports fields	1	2	3	4	5	Yes / No
Fertiliser application by hand	1	2	3	4	5	Yes / No
Fertiliser application using tractor & spreader	1	2	3	4	5	Yes / No

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