



Universal Products (Lytham) Manufacturing Ltd

Human Resources Department

Fairfield, Bradshaw Lane, Greenhalgh, Nr Kirkham, Lancashire, PR4 3JA

Telephone: 01772 685777

Fax: 01772 685888

Web: www.universal-laboratories.co.uk

Application for Employment

Please fully complete this form in clear writing, using black ink and return to the HR Department.

Application for the post of		Date of application	
Hours of work applying for:	8.30am to 5.00pm 1.00pm to 5.00pm	8.30am to 1pm 6.00am to 2.00pm / 2.00pm to 10.00pm (rotational)	
Have you worked for UPL before	Yes No	If 'yes' when?	
Salary expectation:	Notice period from current employer:

Personal Details

Surname		Forename (s)	
Address		Home Tel	
		Mobile Tel	
Post code		Email	

Secondary Education

School name & address	Examinations (subject / result etc)

Further Education & Training

University / College	Type of Course	Subjects	Qualification or class of Degree

Occupational Qualifications

College / Institute or other name	Qualification / Level

Membership of Professional Organisation(s)	
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Employment

Current Employer	
Address	
Job Title	
Duties	
Length of employment Reason for leaving	
Leaving salary	

Previous Employer	
Address	
Job Title	
Duties	
Length of employment Reason for leaving	
Leaving salary	

Other Employer	
Address	
Job Title	
Duties	
Length of employment Reason for leaving	
Leaving salary	

References (Employment) – Please give details of both current and previous employer (if unemployed 2 most recent)

Current Employer		Previous Employer	
Address		Address	
Tel No		Tel No	
Fax No		Fax No	
Contact Name		Contact Name	

References (Character) – Please give details of 1 character referee (relatives may not be used)

Name	
Address	
Tel No	
Fax No	
Capacity known	
How long known	

Data Protection Act 1998

Information provided on this application form will be used by UPL to assess your suitability for employment with us and for recruitment and other related HR purposes only. You are requested to provide sensitive information such as disability or ethnic origin for the purpose of equal opportunity monitoring. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent. You have a right to request a copy of any information we hold on you.

Recruitment Policy

It is the company's 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 their gender, race, colour, nationality, ethnic or national origin, age, disability, religious or political beliefs, sexual orientation or any other irrelevant distinction.

Declaration

I certify that the information on this form is correct.

I authorise the company to obtain references to support this application, once an offer of employment has been made and accepted.

I understand that any willful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.

Signed

Date