

APPLICATION FORM



It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae. Receipt of application will be acknowledged only upon receipt of a stamped self-addressed envelope.

Applications should be returned to the address below:

JPS Calibration Services
13 St Giles Close
Wendlebury
Bicester
Oxon OX25 2PZ

Post applied for:

Location

PERSONAL DETAILS

Surname:	Title (Prof/Dr/Mr/Mrs/Miss/Ms):
Forename(s):	
Home Address (including postcode):	
Tel no:	Mobile no:
Work Address (including postcode):	
Tel no:	Email (work):
	Email (home):
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
Period of notice in present post:	Are you over 16 and under 65?: Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance no:	Work Permit Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in good health? Yes <input type="checkbox"/> No <input type="checkbox"/> . If not, please state the reason(s):	
How many days sickness absence have you taken in the last two years?	
If an offer of employment is made, you may be required to complete a medical questionnaire which would be sent direct to our occupational health department.	
Have you applied to/been employed by JPS before? If so, please give details/dates:	
Please give your present/last annual salary and details of any additional benefits/allowances:	
£	
Please note: salary details of appointee may be verified.	

EDUCATION AND QUALIFICATIONS

University/College	Subject	From (mth/yr)	To (mth/yr)	Results (Hons/Level attained)
Technical, professional, commercial or relevant in-house training				
College/Institute	Type of training	From (mth/yr)	To (mth/yr)	Results
Membership of professional bodies / Professional registration				
Secondary School	Examinations passed	From (mth/yr)	To (mth/yr)	Grades

REFERENCES

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates your personal tutor could also be appropriate. Relatives may not be given as referees.

1. _____ 2. _____

Tel no: _____ Tel no: _____
 Fax no: _____ Fax no: _____
 Email address: _____ Email address: _____
 Job title of referee: _____ Job title of referee: _____
 Relationship to you: _____ Relationship to you: _____

If you are shortlisted, references may be taken up prior to interview. Please indicate if you do not wish us to contact your current employer prior to interview.

CURRENT AND PREVIOUS APPOINTMENTS (please start with most recent)

Employer's name, address and type of business	Positions held (briefly describe duties)	From (mth/yr) To (mth/yr)	Reason for leaving

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. (Please use additional sheets if necessary).

DATA PROTECTION STATEMENT

Access to this information will be restricted to a limited number of authorised Staff. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee of JPS Calibration Services.

I confirm that all the information given on this form is complete and correct by signing below.

Signature: Date:.....

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

Where did you see the post advertised?

Website: www.JPS-Cal.co.uk

