



**Millbrook  
Industries Ltd**

Please complete and return to:  
HR Department  
Millbrook Industries Ltd  
Totton, Southampton  
SO40 3XJ  
Email: hr@millbrookindustries.co.uk  
Tel: 023 8066 2243

## APPLICATION FOR EMPLOYMENT

### Personal Details

Title	Mr		Mrs		Miss		Ms		Other		
Surname											
Forename(s)											
Address											
Telephone Numbers	Home						Mobile				
If we use discretion, can we phone you at work?	YES		NO		Work						
National Insurance Number											

### Job Details

Job applied for										
	Full Time		Part Time							
If part time, please state hours required each week										
Dates not available for interview (in next 2 weeks)										
Have you applied to Millbrook Industries before?	YES		NO							
If YES, please give details										
How did you learn of this vacancy?					✓					
	Speculative Enquiry									
	Web Site									
	Newspaper/Journal (Please Specify)									
	Agency (Please Specify)									
	Millbrook Employee (Please State a Name)									
	Other (Please Specify)									
Do you require any special arrangements to enable you to attend an interview?	YES		NO							
If YES, please give details										

## Employment History

### Current or Last Employment

Company									
Address									
								Postcode	
Are you currently employed?		YES		NO		If <b>NO</b> when did you last work?		MONTH	YEAR
Job title									
Notice required									
Current / last hourly rate / salary				Hourly rate / salary required					
Company benefits									
Reasons for leaving or wanting to leave									
Main tasks/duties									

### Previous Employment *(Start with the most recent)*

Company									
Address									
Job title									
Reasons for leaving									
Main tasks/duties									
Company									
Address									
Job title									
Reasons for leaving									
Main tasks/duties									

Have you had any spells in your employment history when you have not worked? If so please give details.									
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## Education

**Secondary School/Colleges** (Please give details of all your qualifications up to 'A' level standard or the equivalent.)

Educational Establishment	Subject	Grades Achieved

**Further Education** (Please give details of university qualifications gained, scholarship awards or prizes.).

Educational Establishment	Course	Qualifications Awarded

## Professional and Other Qualifications

Please give details and dates of any professional qualifications you have undertaken and any training courses you have attended.

## Driving Particulars

Do you have a driving licence	YES		NO		Do you have a Forklift licence	YES		NO			
Please tick category of licence(s) you hold	B		C		C+E		C1		C1+E		OTHER
How long have you held a driving licence?	YEARS				MONTHS						
Have you had any endorsements in the last 3 years?	YES				NO						
If yes give dates of conviction and offences committed											
Have you had any convictions in the last 10 years for driving whilst under the influence of alcohol/drugs	YES				NO						
Date of conviction	/		/		Duration of ban						
Details of driving offence											

## Work Permit

Are you permitted to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006?

YES

NO

## Social & Sporting Activities & Positions of Responsibility

Please give details of your hobbies and spare time activities, including any positions of responsibility you have held.

## Reasons for Applying

This is your opportunity to expand your application. Please tell us briefly why you are applying for this position with Millbrook Industries.

## Data Protection Statement

We, Millbrook Industries Limited, will process the personal information provided by you in the Application Form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 1998 to assist us to consider your application for employment with any of the Companies within Millbrook Industries and, if you become an employee, for purposes relating to your employment.

For the selection process, your personal information will be considered by our HR Department and, where appropriate, the relevant Managers of Millbrook Industries. However, none of the sensitive information, e.g. health, ethnicity or criminal record (if any) included in this Application Form will be provided to the Managers during the selection process (except where necessary to enable us to make arrangements for you to attend any interviews). We may pass health information to our occupational health professionals.

Should your application for employment be unsuccessful OR if your application is placed on hold pending any suitable vacancy arising within Millbrook, your personal information will be held on our Personnel database for approximately three months. After this period, your personal information will be erased and your Application Form and any associated documents will be disposed of in a confidential and responsible manner.

If your application for employment with a company in Millbrook Industries is successful, all of your personal information (including sensitive information) provided in your Application Form, and any information provided by you now or in the future, may form part of your Personnel File and may be held on our Personnel database. Your personal information will be processed to assist in reviews, equal opportunities and other monitoring. Your Millbrook Manager may also have access to your personal information to assist in line management duties, e.g. performance/development reviews and salary reviews.

Your personal information may also be used to assist the administration of any Company life assurance/health benefits staff scheme which you may be entitled to during your term of employment. It may also be passed to any scheme provider to consider acceptance and/or operate the scheme.

Should you leave Millbrook's employment, your personal information will be retained for a reasonable period of time in line with good HR practice, including for the purposes of providing references and dealing with any queries in connection with your employment.

## Declaration

I declare that, to the best of my knowledge and belief, all the statements and information given in this form and the replies to the questions are true and that I have not withheld any material fact.

I consent to Millbrook obtaining information or references from any present or previous employers, or any other company or institution which Millbrook considers appropriate. We will only seek references if you accept an offer of employment with us and give explicit instruction.

I have read and understood the Data Protection Statement and consent to Millbrook processing my personal information.

I confirm that the above information is correct and understand that my employment may be terminated if misleading or false statements or deliberate omissions are found to be made.

Signature

Date

**CONTINUED ON NEXT PAGE**



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## APPLICATION FOR EMPLOYMENT ADDITIONAL DETAILS

It will help us fulfil our commitment to equal opportunities if you would complete this form. Please note we will not use this information as part of the selection process.

We are an equal opportunities employer and it is our policy that no individual, including yourself and any other job applicants receives less favourable treatment than another, directly or indirectly, on the grounds of age, sex, marital status, race, religion, colour, ethnic or national origin, nationality, citizenship, disability, sexual orientation, gender reassignment and membership of, or refusal to become a member of a Trade Union or undertaking recognised Trade Union activities.

In order to monitor the effectiveness of this Policy and our Recruitment and Selection Process, please complete the following:

### Personal Details

Title	Mr		Mrs		Miss		Ms		Other	
Surname										
Forename(s)										
Address								Postcode		
Telephone Numbers	Home					Mobile				
If we use discretion, can we phone you at work?	YES		NO		Work					
National Insurance Number					Date of birth					

### Equal Opportunities

What is your Ethnic Origin?

Asian Bangladeshi		Asian Indian		Asian Pakistani	
Asian Other		Black African		Black Caribbean	
Black Other		Chinese		White European	
White Other		Other (please specify)			

Please state your Nationality i.e. Country of origin

### Additional Information

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?	YES		NO		
If YES please give details					
Please state your Nationality i.e. Country of origin					
Do you consider yourself to have a disability?	YES		NO		

## Health Statement

This questionnaire is designed to help us meet our statutory duty to create and maintain safe working conditions for all our employees, and where appropriate, to make reasonable adjustments to accommodate the needs of applicants and employees with disabilities. Please consider the following questions carefully, then tick the statements below as appropriate. If you declare YES, you may be asked to undergo an assessment by an occupational health professional, where any medical issues relating to your proposed employment can be discussed in confidence.

Do you have any difficulty in gaining access to buildings, climbing stairs, or moving around in an office or shop floor?	YES		NO	
Are you or have you received treatment for related long term industrial, occupational or any other illness? (If YES please give details below)	YES		NO	
Have you had any medical condition of which you believe to have been caused, or made worse, by your work? (If YES please give details below)	YES		NO	
Do you have any medical condition of which, in your own interest, first aiders in the workplace should be made aware? (If YES please give details below)	YES		NO	
Have you had, or do you have, any medical condition or disability of which a prospective employer should be made aware (e.g. depression, back or neck pain, joint pain, bronchitis, asthma or work related upper limb disorder) (If YES please give details below)	YES		NO	
Have you been absent from work during the last 2 years?	YES		NO	
If YES, please give reasons for absence and total number of days lost.				
Have you been absent from work for more than two weeks at any one time due to your health in the last five years?	YES		NO	
If YES, please give reasons for absence and total number of days lost.				

## References *(at least one referee must be a current or last employer)*

Company Name		Company Name	
Name of Referee		Name of Referee	
Address		Address	
Postcode		Postcode	
Telephone		Telephone	

We will only seek references if you accept employment with the Company and give explicit instruction to do so.

## Declaration

I have read the replies to the questions on this form and declare that to the best of my knowledge and belief all the information given is true and I have not withheld any material fact.

Signature	
Date	