

## APPLICATION FORM

**PLEASE COMPLETE ALL SECTIONS OF THE FORM WRITING IN BLOCK CAPITALS IN BLACK INK/TYPE**

<b>POSITION APPLIED FOR:</b>		<b>SITE</b>	Gateshead / Newburn / Bardon / Crewe
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<b>SURNAME:</b>		<b>FIRST NAME(S):</b>	
<b>TITLE:</b>		<b>DATE OF BIRTH:</b>	
<b>HOME ADDRESS:</b>			
		<b>POSTCODE:</b>	
<b>HOME TEL:</b>		<b>MOBILE TEL:</b>	
<b>EMAIL ADDRESS:</b>			
<b>GENDER:</b>	Male / Female	<b>MARITAL STATUS:</b>	
<b>NI NUMBER:</b>		<b>NATIONALITY:</b>	

Do you require a work permit to work in the UK?	Yes / No
In line with the requirements of the Asylum and Immigration Act 1996 you must be eligible to live and work in the UK. Are you able to provide documented evidence of eligibility with this application?	Yes / No
Do you hold a full current UK driving licence?	Yes / No
If yes, is it Car, LGV, HGV or other (please state):	
If no, how would you get to/from work at 6am?:	
Please indicate (tick) which shifts you would be willing/able to work from the following?	
Dayshift only	Continental (3x12hr days +3x12hr nights – 4 week cycle)
	3-shifts (5x7.5hrs earlies, 5x7.5hrs lates, 4x9hr nights – 3 week cycle)
Do you have any disabilities or health conditions we should be made aware of either for interview or subsequent employment? <i>If yes, please give details together with any adjustments that may need to be made for interview and/or employment</i>	
Are there are any medical conditions which would prevent you from working with the following: <i>(please tick any that apply)</i>	
Heavy labour	Repetitive movements
Paper/dust	Nightshifts
We operate a strict “no smoking” policy at all times throughout all areas of our site. Do you smoke?	Yes / No
Have you ever been tested for colour blindness? <i>If yes, give details and result</i>	
Do you have any unspent convictions, such as outstanding fines, pending court appearances, driving license endorsements, as defined in the Rehabilitation of Offenders Act 1974? This information will not exclude you from being considered for this vacancy so long as the offence is not incompatible with the position. Spent convictions need not be declared. <i>If yes, please give details</i>	
Have you ever been employed by the Benson Group previously? <i>If yes, please give details</i>	
Have you ever applied for a position the Benson Group previously? <i>If yes, please give details</i>	
For monitoring purposes, how did you find out about the vacancy/company? Friend or relative (please give name) _____ Newspaper / online advertisement / other (please specify) _____	

## EDUCATION

### School

Dates		Educational Establishment attended	Qualifications/subject/grade
From	To		

### Further Education

Dates		Educational Establishment attended ( <i>please state full/part time</i> )	Qualifications/subject/grade
From	To		

### Other

<p>Have you ever served an apprenticeship? <i>If yes, please give details, including dates and employers</i></p>
<p>Please give details of any computer/IT skills you possess <i>For each programme/package give a level of competence, e.g. basic, intermediate or advanced</i></p>
<p>Please give details of any foreign language skills you possess <i>For each language, give a level of fluency, e.g. basic, intermediate or advanced</i></p>
<p>Are you a member of any professional body? <i>If yes, please give details and level of membership</i></p>

## ACTIVITIES OUTSIDE WORK

<p>Please give details of any leisure interests, activities or hobbies you enjoy on a regular basis</p>
<p>Please describe the best team you've ever been part of <u>outside</u> of work</p>

## EMPLOYMENT

### Current employment

Date		Company name and nature of business Job title and main duties	Salary & for wanting to leave	Reason
From	To			

### Previous employment *(start with most recent and work back)*

Dates		Company name and nature of business Job title and main duties	Salary & leaving	Reason for
From	To			

## SUPPORTING INFORMATION

What has been your greatest personal achievement to date <b>at work</b> ?
What has been your greatest personal achievement to date <b>outside work</b> ?
What are your reasons for applying for this position?

## REFERENCES

Please specify at least 2 references, one of which should be work related (preferably your present employer). If we can check your references before an offer of employment is made, please tick the box in the right hand column

Name & occupation	Company name & address	Contact number	Permission to contact

## DECLARATION

<p>The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you provide will be used in confidence to help monitor the recruitment process.</p> <p>If you take up a position with the Benson Group the information provided will be used in the administration of your employment with us. If there is a complaint or legal challenge relevant to this recruitment process, the information collected may be checked with third parties or against other information held by us. Benson Group may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.</p> <p>By signing the application form you agree to the processing of personal data (as described above) in accordance with Benson Group registration with the Data Protection Commissioner</p>
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***I declare that the information I have given in this application is complete, accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal***

Signed:	Date:
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**Please return your completed form, depending on your preferred location, by post to:-**

- Bardon            Louise Webster, HR Advisor, Benson Box, Interlink Park, Bardon, Leicestershire LE67 1PE
- Crewe             Linda Ross, HR Advisor, Medica Packaging, Crewe Hall Enterprise Park, Crewe, Cheshire CW1 6UL
- Gateshead        Debbie Moss, Group HR Manager, Benson Group, Dukesway South, Team Valley, Gateshead, Tyne & Wear NE11 0BF
- Newburn          Laura Race, HR Advisor, Benson Group, Dukesway South, Team Valley, Gateshead, Tyne & Wear NE11 0BF

**Or by email direct to:**

[louise.webster@bensongroup.co.uk](mailto:louise.webster@bensongroup.co.uk) [linda.ross@bensongroup.co.uk](mailto:linda.ross@bensongroup.co.uk) [debbie.moss@bensongroup.co.uk](mailto:debbie.moss@bensongroup.co.uk) [laura.race@bensongroup.co.uk](mailto:laura.race@bensongroup.co.uk)