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## Application for Employment

NAME \_\_\_\_\_

POST APPLIED FOR \_\_\_\_\_

(If you are not applying for an advertised post please state 'shopfloor' or 'admin')



INVESTORS  
IN PEOPLE



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Return the form to this  
address, marked for the  
attention of :

Mr. David Greatorex  
Managing Director

Hydrum Sheet Metalwork  
Avenue One  
Chilton Industrial Estate  
Ferryhill  
County Durham  
DL17 0SG

Tel: +44 (0)1388 720222

Fax: +44 (0)1388 721025

[www.hydrum.co.uk](http://www.hydrum.co.uk)

**FOR OFFICE USE ONLY**

RECEIVED BY		DATE
CONSIDERED BY		DATE

ACTION

Signed

## PERSONAL DETAILS

Surname	Forename(s)	Title
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Date of Birth	National Insurance Number
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<b>Marital Status</b>	Single	Married	Partner	Divorced	Separated	Widowed
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Address
Postcode

Daytime Telephone	Evening Telephone	Mobile
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Do you have a current driving licence? YES/NO	Do you have your own transport? YES/NO
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## EDUCATION

School / College / University Attended	Date Started	Date Left	Qualifications – include subjects and grades

## OTHER SKILLS

Give any details of any other skills you have: for example, computer skills, First Aid Certificate.

**CURRENT EMPLOYMENT**

Company Name	
Address	
Contact Name	Date Started .....
Telephone	Date Left .....
Position	Full or Part Time .....
Your Duties	Wage .....

Please tick here if you do not want your current employer to be made aware of your application

**PREVIOUS EMPLOYMENT**

Please include work experience and any gaps in employment

Employer	Date Started	Date Left	Your Duties	Reason For Leaving

## MEDICAL INFORMATION

Do you have any physical or mental disability that would adversely affect your ability to carry out the normal activities associated with a job in an engineering environment? YES/NO

If YES, please give further details:

Any appointment to a post at Hydram is subject to passing a medical assessment.

## REFEREES

Name	Name
Position	Position
Address	Address
Telephone	Telephone

## ADDITIONAL INFORMATION

Please use this section to tell us why you would like to work at Hydram and to give us any other information in support of your application.

## DECLARATION

I declare that the information given in this application is correct. I understand that deliberately giving false or incomplete information will disqualify me from consideration or, should I be employed by Hydram, render me liable to dismissal.

Signed .....

Date .....

## EQUAL OPPORTUNITIES

It is the policy of Hydrum Engineering Limited to promote equal opportunities and to recognise the qualifications, skills and talents of every applicant.

All employees and potential employees will be given, so far as possible, equal opportunities in all aspects of employment, terms and conditions of employment, facilities, benefits and training, irrespective of

- Age
- Colour
- Disability
- Ethnic origin
- Gender
- Marital status
- Nationality
- Religion

## COMPLETION OF THE APPLICATION

Hydrum Engineering Ltd aims to appoint the most suitable candidate to each post. The various sections of the application form ask for information which is necessary in order to achieve this and applicants must provide as much detail as they can.

Applications are dealt with in a fair and consistent manner.

You may, if you so wish, attach a current CV and covering letter to support your application. For some advertised posts, this will be a requirement.

Applications received at Hydrum at times when there are no vacancies will be kept on file for 6 months from date of receipt. After that time, they will be discarded.

All applications will be acknowledged.

Hydrum Engineering Ltd  
David Greatorex  
Managing Director