



**ADCOCK GROUP**

**STRICTLY CONFIDENTIAL**

# EMPLOYMENT APPLICATION

Once completed, please return the application form to Human Resources either by post or email:

**Email:** .

Please put the role you are applying for in the subject line.

hr@adcock.co.uk

**Postal Address:**

Human Resources  
Adcock Refrigeration and Air Conditioning  
The Maltings  
Station Road  
Great Shelford  
CB22 5LR

Office Use Only	
Applicant's Name	
Position Applied for	
Branch	

*Please use block capitals throughout.*

<b>PERSONAL INFORMATION</b>	
Title (Prof/Dr/Mr/Mrs/Ms/other):	
Surname/family name:	Forename(s):
What do you prefer to be known as?	
Contact address:	Postcode:
Home telephone no:	Mobile number:
Email address:	

Position applied for:	Where did you hear about this vacancy?
Branch:	
Would you work: Full time?                      Part Time?	If part time, please specify preferable days / hours:
Have you previously worked for us?	If <b>YES</b> , when and in what role?
Are you related to or do you know any current Adcock Employees?	If <b>YES</b> , what is their name and what is your relationship to them?
Did a current employee of Adcock refer you for this post?	If <b>YES</b> , what is their name and what is your relationship to them?
Are there any dates that you would not be available for interview?	If you were successful, when would you be available to work?

## RIGHT TO WORK IN THE UNITED KINGDOM

Are you an EU National?

Do you need a work permit to work in the UK?

If Yes, what is your current work permit status?

***Please note that all candidates who are shortlisted for interview will be required to produce proof of right to work in the UK at interview. If you are successful, a copy of the relevant document will be kept on your personnel file for the duration of your employment with us.***

## DRIVING LICENCE DETAILS

(please complete this section if you are applying for a role that requires a valid UK driving licence).

***Please note that we are required to verify the Driving Licence details of successful candidates who will be driving in their role as well as conduct repeat checks of existing employees. It is expected that candidates will provide the necessary consent in order for us to do so.***

Do you have a current UK Driving Licence?

Classes:

Expiry Date:

Points:

Do you have any of the following offence codes on your licence (tick applicable)?

UT

IN

DD

DR

BA

TT

XX

This information is required for insurance purposes.

If you have any other offence codes apart from the above, please provide details below:

**Offence Code:**

**Date of Offence:**

**Details of pending convictions:**

## REFERENCES

***Please supply the contact details of two referees. These should be your present and / or most recent employers. These will normally be contacted after an offer of employment has been made and accepted. We may occasionally require references before an offer is made. If this is necessary we will ask your permission before your referees are contacted.***

<b>Referee no. 1</b>	<b>Referee no. 2</b>
Name of referee:	Name of referee:
Company name:	Company name:
Referee Job Title and relationship to you:	Referee Job Title and relationship to you:
Address:	Address:
Email Address:	Email Address:
Telephone number:	Telephone number:

## Engineer training certificates

**Please provide details of the following qualifications if you have them:**

Certificate	Please tick this box if you have completed the qualification.	Date achieved	Expiry date
f-Gas			
Skills card			
PASMA			
IPAF			
Asbestos Awareness			

**EDUCATION AND TRAINING**  
(continue on separate sheet if necessary)

Further Education and Formal Training (Eg. City & Guilds, NVQ)	Course details and results	Date Achieved	Expiry Date
College / University	Courses and Results	Date Achieved	
Schools	Examinations and Results	Date Achieved	

**EMPLOYMENT HISTORY**

<b>Current (or most recent) employment:</b>	Department:
Name of employer:	Job title:
Type of business:	Salary/grade:
Address:	Benefits:
Start date:	Reason for leaving:
Date of leaving (if applicable):	
Notice period (if applicable):	
Please detail current duties:	

Please give details of your full employment history, beginning with the most recent and including any periods of unemployment and / or voluntary work (continue on separate sheet if necessary).

Dates		Employer's name and address	Job Title:	Reason for leaving:
From:	To:			

**SUPPORTING STATEMENT**

Please make full use of this section to give further information to support your application. Detail how your skills and experience match the requirements of the position, why you want to apply for this post and any other details that you feel are relevant. Use a separate sheet if necessary. This section has a maximum length of two sheets of A4 paper.

Please note that the information that you have provided above will be used purely to support your job application and for no other reason. If successful, the relevant information will be transferred to your staff file. If you are unsuccessful, this information will be destroyed six months after the final application date.

**Applicant Declaration:**

I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I understand that false information may lead to the termination of employment or withdrawal of a job offer.

Signed:

Dated:

**DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

Many of Adcock's clients are financial institutions or hospitals, schools, care homes and similar organisations that work with children or vulnerable adults. These clients have safeguarding responsibilities and as such are legally obliged to ensure that people who work on their premises do not pose a threat to the people in their care or to their business. Due to this obligation, many of our clients may require that our engineers or other staff who work on their premises have had criminal record checks and are cleared to work on their premises.

Adcock therefore has a policy of automatically conducting criminal record checks through the Disclosure and Barring Service for all new employees who have access to client premises. Repeat checks are conducted every 4 years for existing employees or as required.

Having a criminal record will not necessarily bar an individual from working with us or impact their future opportunities with us. This will depend on the nature of the position and the circumstances and background of offences.

If you have a criminal record and are concerned about this process, please contact the HR Manager for a confidential conversation regarding this on 01223 550 220.