

IMPORTANT INFORMATION

In reply to your enquiry an application form is enclosed; please complete it and return it by post to the address below; fax +44 (0)1235 446368 or email jan.lawrence@scitechprecision.com

Please note that only signed application forms will be considered.

Any CV that is not accompanied by an application form will not be accepted.

If you require confirmation of receipt, please indicate this and enclose a SAE if returning by post.

Your application will be considered with any other applications for this post. A reasonable time is allowed after our posts are advertised before applications are shortlisted. It may therefore be a week or two before you hear whether you have been selected for interview.

Please be aware that information given at the time of your application will be stored on a computer database for Human Resources purposes only. Should you become an employee of Scitech Precision Ltd as a result of this application, further information will be added to the database if appropriate and kept in strict confidence.

Scitech Precision Ltd
R71 2.27,
Rutherford Appleton Laboratory,
Harwell Science and Innovation Campus,
DIDCOT
OX11 0QX



APPLICATION FOR EMPLOYMENT

SCITECH PRECISION LTD

Please complete in full even if enclosing a CV
Use typeset or black ink to aid copying

1.

Job Title:	
Surname:	Initials:

2.

Brief summary of experience, skills and personal attributes relevant to the job
(Space is provided overleaf for full employment history)

3.

Main qualification(s) relevant to the position sought (Space is provided overleaf
for full listing of qualifications)

4.

Membership of Professional Bodies:

5.

EMPLOYMENT SINCE LEAVING SCHOOL, COLLEGE OR UNIVERSITY	
PRESENT/MOST RECENT EMPLOYER	
<u>Position Held</u> <u>Start Date</u> <u>Leaving Date</u> (If applicable) <u>Employer Name & Address</u> <u>Period of Notice Required</u> <u>Salary</u> (Indicate Overtime and Bonus Payments Separately)	<u>Nature of Duties</u> <u>Reason for Leaving or wishing to leave</u>

PREVIOUS EMPLOYERS (Most Recent First)

Date To	From	Position Held Employer Name & Address	Nature of Duties & Reason for Leaving

Universities, Colleges & Schools	Details of Subjects & Levels Studied	Results
Current Study		Likely Results
Past Study		

7.

Any other relevant information to support your application (e.g. publications / articles and any other relevant information)

8.

PERSONAL DETAILS	
Address (For correspondence)	Telephone Number(s):
	e-mail address:

9.

THE IMMIGRATION AND ASYLUM ACT 1996
Do you need a work permit to work in the UK? Yes / No
Are you currently working in the UK on a work permit? Yes / No

Please note: all candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National Insurance card, P45 or P60 showing name or NI number or letter from the Home Office showing right to work in the UK).

10.

If the post you are applying for is TEMPORARY or PART-TIME, please indicate the period and/or the time of day for which you will be available for work.

11.

REFERENCES	
Please give names, addresses & professions of two referees whom we can approach for an opinion of your work. One must be your present, or most recent, employer.	
1. Name Job Title Address Telephone e-mail	2. Name Job Title Address Telephone e-mail
When may we approach this referee? (Now/ After Interview/After offer)	When may we approach this referee? (Now/ After Interview/After offer)
Is this your present employer? Yes / No	Is this your present employer? Yes / No

I certify that the information given in this document is correct to the best of my knowledge and belief.
I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.

Signature
Date

THIS FORM SHOULD BE RETURNED TO:

Scitech Precision Ltd:

R71 2.27, Rutherford Appleton Laboratory, Harwell Science and Innovation Campus,
DIDCOT, OX11 0QX, UK.

SUPPLEMENTARY INFORMATION

The supplementary information asked for on this form is required for administration purposes, equal opportunities monitoring and compliance with current employment law. This form will be separated from your application form immediately upon receipt and will be kept in strict confidence.

1.

Job title

2.

How did you find out about the Vacancy for which you are applying (Please tick)			
Advertisement (please state where)		Personal Contact	
Job Centre			
School / College / University Careers Service		Other (Please state)	

Personal Details

Information in sections 3 a) - e) is required for recruitment administration. It will be placed on a database and kept in strict confidence. If your application is successful, the information in sections 3 a) - e) will be placed on Human Resources and payroll databases and used for administration purposes.

3.

a) Surname:	b) First Name(s):
c) Title: Prof / Dr / Mr / Mrs / Miss / Ms Other.....	d) Date of birth (dd/mm/yyyy):
e) Nationality:	

EQUAL OPPORTUNITIES MONITORING

Scitech Precision is committed to ensuring that all job applicants and staff have an equal opportunity for employment and advancement regardless of gender, marital status, ethnic origin, disability or sexual orientation. In order to help us assess the effectiveness of this policy and, if appropriate, identify areas where improvements are necessary, it is important that you complete sections 4 and 5 below.

Information given in sections 4 and 5 will not be used in the selection process, but will be placed on a Human Resources database, used in compiling equal opportunity statistics, and kept in strict confidence.

4.

ETHNIC ORIGIN (Not Nationality)			
(Please tick as appropriate)			
White		Indian	
Caribbean		Pakistani	
African		Bangladeshi	
East African		Chinese	
Black Other (Please describe)		Asian Other	
		Any Other (Please describe)	

5.

Gender:	Male (Please circle)	Female
---------	-------------------------	--------

Information given in sections 6 and 7 will not be seen by the selection panel when making the decision to select for interview. However, the selection panel may be made aware of any information given before the interview taken place, after selection for interview.

6.

THE DISABILITY DISCRIMINATION ACT 1995

Definition of Disability: A physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities.

Do you consider yourself to be disabled?

Yes / No

If Yes, Please specify the nature of the Disability

Are there any adjustments which need to be made for the purpose of:

a) The interview?

b) The job?

Please note: All candidates who are invited for interview will be asked to complete a more comprehensive and confidential medical form. If a candidate is successful at interview, the medical form will be reviewed by the Occupational Health Centre practitioners (medical forms of unsuccessful candidates will be destroyed). Following this review, a medical examination may be required to determine fitness for work. A report making a recommendation for employment will be sent from our Occupational Health Centre practitioners to Human Resources prior to an offer of employment being made.

7.

THE REHABILITATION OF OFFENDERS ACT 1974

Do you have an unspent criminal record under the Rehabilitation of Offenders Act 1974?

Yes / No (Please circle)

If "Yes", what was

a) The nature of the offence?

b) The date of the offence?

8.

I certify that the information in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.

Signature

Date

This form must be returned with the application form