

Application for _____

Please insert the job title of the post for which you are applying.

For office use only

Please write clearly in black ink, or use a typewriter.

It is important that you return this completed form by **19**

InterSys Micronics Ltd is an equal opportunities employer and committed to equal opportunities policies. Applications are welcome from all suitably qualified individuals irrespective of sex, colour, racial origin, or disability.

Personal details (including N.I. number)

1 Name (IN BLOCK CAPITALS)

Title (Please delete as appropriate) Mr Mrs Miss Ms

N.I. Number _____

Surname _____

Forenames (in full) _____

Any other name by which you have been known _____

Date of birth _____ Age last birthday _____ years

2 Address (IN BLOCK CAPITALS)

Permanent Address _____
Postcode _____

Telephone number _____ I have lived there since _____ (year)

Address where you may be contacted (if different from above) _____
Postcode _____

Telephone where you may be contacted _____

Education

3 Schools, including sixth form colleges attended Give the names and full address of the schools and sixth form colleges you have attended after the age of 12. Continue on a separate sheet of paper if necessary.

1 Name of school or college _____
Address _____
Postcode _____
Attended from _____ to _____

2 Name of school or college _____

Address

Postcode

Attended from

to

3 Name of school or college

Address

Postcode

Attended from

to

List those examinations which you have taken and passed. Continue on a separate piece of paper if necessary.

Title of Examining Board	Name of exam eg GCE/GCSE or equivalent	Level eg 'O' 'A' etc.	Date of exam Month/Year	Full and correct title of each subject taken and passed	Grade/Mark obtained

Also list details of those exams you are about to take or have already taken and are awaiting the results. Continue on a separate sheet of paper if necessary.

--	--	--	--	--	--

4 Universities, Polytechnics, or other further education If you have attended or are attending a university or other further education institution, including vocational training, please give the following information

Name of university/further education institution

Address

Postcode

Dates studied there from

to

Subject(s) studied

Give details of degree/diploma/certificate obtained, if available

**5 University/
Further Education
Referee**

If you attended university/further education institution within the last 3 years give in BLOCK CAPITALS the name and address of your professor, Director of Studies, College Tutor, or other member of the academic staff to whom reference may be made as being best acquainted with your work and conduct. Please include the referee's initials and correct style of address, including academic distinctions etc.

Name and title

Address

Postcode

Do NOT send examination certificates with this application. You may however, be asked to produce them later. If so, the original certificate, not copies, will be required.

Employment

6 Employment

Are you presently employed?

YES NO if **no** go to 9

if **yes** are you self-employed

If **yes** go to 9 YES NO

7 Present employer

Give the following details concerning your present employer.

Name

Address

Postcode

Telephone

Business

Position Held

Salary

Where employed (if employed in a Government Dept. give the address of your section or branch)

Duties

From

To

i

**8 Reference from
present employer**

Give the name and address of your personnel manager or other representative of your present employer to whom we may refer now or later.

Name

Address

Postcode

Telephone

May your employer
be contacted for a
reference now?

YES NO

9 Previous employers Give the following details concerning and previous employers, **starting with the most recent**, over the last **10 years**. Continue on a separate sheet of paper if necessary (please include any gaps).

Name _____

Name of dept/section _____

Address _____

Business _____

Position Held _____

Duties _____

Reason for leaving _____

Length of stay from _____

to _____

Name _____

Name of dept/section _____

Address _____

Postcode _____

Business _____

Position Held _____

Duties _____

Reason for leaving _____

Length of stay from _____

from

to _____

10 Self-employment If you have been self-employed please describe the nature of your business and the dates between which it was carried out. Please use a separate sheet of paper if necessary

11 H.M. Forces If you have served in H.M. Forces, Please state

Which service _____

Rank or rating _____

Official number _____

Corps, regiment or branch _____

Dates of service

Decorations or
distinctions

**12 Periods not
accounted for**

Give details, with dates, of what you were doing during gaps in employment of more than two weeks (but not short holidays), e.g. registered unemployed etc. Name countries if time was spent abroad.

If currently unemployed, name office and town where registered

Referees

13 Personal referees

Give the names and addresses of two personal referees who have given permission for their names to be used. These should be two people who you know well **but not employers or relatives.**

Name _____

Address _____

postcode _____

Occupation _____

Name _____

Address _____

postcode _____

Occupation _____

Personal Qualities

14 Aptitude and experience etc

Give a brief account of any particular qualities or aptitudes you have, and any experience you have had, which you consider would be especially useful in the post for which you are applying

15 Disablement

Are you a registered
disabled person
(Do you hold a green
card) ?

YES

NO

Will this disability mean
that special arrangements
will be required if you are
called for an interview? If
yes please explain below

YES

NO

Interview arrangements _____
16 Dates when you are NOT _____
available for an interview _____

Signature

Date

Important - Please read carefully

InterSys Micronics Ltd has to interpret strictly and impartially the conditions regarding age, nationality and qualifications. However they cannot undertake to investigate the eligibility of every candidate before the Selection is held.

Please satisfy yourself of your eligibility before submitting your application.

if you give any particulars which you know to be false or if you withhold material information, you may render yourself liable to disqualification, or, if appointed, to dismissal.

Do not send testimonials or educational qualification certificates, whether copies or originals.

Please return completed application form to:-

**InterSys Micronics Ltd.,
291, Clifton Drive South,
St.Annes-On –Sea,
Lancashire
FY8 1HN**

APPFORM.DOC