



Shin-Etsu Handotai Europe Limited

Wilson Road, Toll Roundabout, Eliburn,
Livingston, West Lothian, EH54 7DA
Tel.No: 01506 415555 Email: recruitment@sehe.com

Application for Employment
(please use block capitals throughout)

PERSONAL DETAILS

Surname _____		Forename(s) _____		Mr/Mrs/Miss/Ms/Other (delete as applicable)	
Address _____					
_____ Post Code _____					
Telephone (Home) _____		Telephone (Mobile) _____			
Email _____		National Insurance Number _____			
Do you have a current driving licence?		Yes { } No { }		If Yes type of licence: Full/Provisional (delete as applicable)	
Do you have your own transport		Yes { } No { }			
Are you a previous employee?		Yes { } No { }			
If Yes, please give dates of employment and job title _____					

Do you have any criminal convictions		Yes { } No { }			
(This does not apply to convictions that are spent under the Rehabilitation of Offenders Act 1974) If Yes, please give details:					

Do you need a work permit to work in the UK?		Yes { } No { }			

VACANCY INFORMATION

Position applied for: _____	
Period of notice you require to give: _____	Date available for employment: _____
When are you available for interview? _____	
Do you require any special assistance to attend/during interview? _____	

If offered a position will you continue to work in any other capacity? Give details _____	

VACANCY INFORMATION

Salary required for position applied for: £ _____ per annum

Available for Overtime Yes { } No { }

Available for the following shift patterns:

Continuous 4 on/4 off Dayshift/Nightshift rotation: 07:00-19:00 & 19:00-07:00 Yes { } No { }

3-Shift – Back/Early/Nightshift rotation: 14:00-22:05 (Monday-Friday)
06:00-14:05 (Monday-Friday)
22:00-06:05 (Sunday-Thursday) Yes { } No { }

Dayshift (Monday-Friday) 08:30-17:00 (Monday-Thursday)
08:30-16:00 (Friday) Yes { } No { }

EMPLOYMENT HISTORY

PRESENT EMPLOYER

Employer's Name and Address _____

Type of Business _____ Employed From/To _____

Position held _____ Please outline your main duties below:

Reason for leaving/wishing to leave _____ Leaving Salary _____

PREVIOUS EMPLOYMENT

Please give details of your previous employment beginning with the most recent

PREVIOUS EMPLOYER

Employer's Name and Address _____

Type of Business _____ Employed From/To _____

Position held _____ Please outline your main duties below:

Reason for leaving _____ Leaving Salary _____

PREVIOUS EMPLOYMENT

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Employer's Name and Address _____

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Position held _____ Please outline your main duties below:

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PREVIOUS EMPLOYER

Employer's Name and Address _____

Type of Business _____ Employed From/To _____

Position held _____ Please outline your main duties below:

Reason for leaving _____ Leaving Salary _____

Please continue on a separate sheet of paper for any other employment

EDUCATION AND TRAINING

Secondary School	Dates From/To	Subjects studied and grades

EDUCATION AND TRAINING

College/University	Dates From/To	Main subjects studied with examination results and class of pass

Formal training including apprenticeships	Dates From/To	Details of training/apprenticeship

Professional membership(s) and qualifications

Please note you will be required to submit documentary evidence of highest qualifications at interview.

PUBLIC DUTIES

(e.g. Children's Panel/Reserve Forces)

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ADDITIONAL INFORMATION

Please use this space for any further information you feel would help with your application

REFEREES

If you do not have two recent employment references, please provide details of two people who know you well personally. If possible they should hold official positions e.g. Head Teacher, Lecturer. We will not approach your current employer for a reference until an offer of employment has been made.

Name _____ Position _____

Address _____

_____ Telephone No. _____

Name _____ Position _____

Address _____

_____ Telephone No. _____

DECLARATION

I confirm that the information I have given is accurate, to the best of my knowledge and I understand that misrepresentation of information may lead to my employment being terminated. By signing this application form I consent to the Company holding, using and processing the data therein in line with the Data Protection Act.

Signed _____ Date _____

All applications for employment will remain active for 12 months from date of receipt. Should your application be unsuccessful for this role, it will be held in our internal database for consideration against any suitable future vacancies. This information will be held in our HR department and will be accessible by recruiting managers. If you would prefer not to allow this to happen please tick the box. **I do not wish my details held for any future vacancies { }**

FOR COMPANY USE

Interview to be arranged

Yes { } No { }

If no, please state reason why.

To be kept on file before interview

Yes { } No { }

To be kept on file after interview

Yes { } No { }

Did not arrive for interview

Yes { } No { }

Application Withdrawn

Yes { }

Offer of Employment Made

Yes { } No { }

References Requested

Yes { }

Medical arranged

Yes { }

Offer Acceptance Received

Yes { }

Uniforms/Footwear Ordered

Yes { }

Locker Arranged

Yes { }

Start Date { }