

Thank you for your interest in applying for a position within The Vapormatic Co. Ltd. To help us in our selection procedures we require certain information from you to help us decide whether we can progress your application and to provide basic information for our records should your application be successful.

Please complete all sections of the form accurately as you can and in black or blue ink. You may attach curriculum vitae to support your application if desired.

Make sure you read the conditions of application at the end of the form carefully before signing. Please return the completed form as soon as possible to **The Vapormatic Co. Ltd., PO Box 58 Kestrel Way, Sowton Industrial Estate, Exeter, Devon, EX2 7NB.** All information given will be treated in strictest confidence.

The Vapormatic Co. Ltd. is an equal opportunities employer and accordingly welcomes applications from all minorities and under represented groups.

Vacancy Details	
Vacancy:	Position/type of work applied for:

## Section 1: Personal Information

Surname:	Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Forenames:	Letters after Name (if any):
Current Address:	Previous Surname(s) (if any):
	Permanent Address if current address is temporary:
Date of Birth:	Tel No. (including code):
Present Nationality:	Mobile No:
Do you require a work permit? YES <input type="checkbox"/> NO <input type="checkbox"/>	Nationality at Birth:
	If yes, please state number of permit:
Have you ever been convicted of a criminal offence (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	Expiry date (if any) :
YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please give details below:
National Insurance Number:	

## GENDER

Male	
Female	

## STATUS

Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Other <input type="checkbox"/> ( <i>please specify</i> )	Do you have any dependants? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, how many? Relationship to you?
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## WORK PREFERENCE

Date available for employment	
Salary required	£
Geographical restrictions	

## GENERAL

Have you previously worked for Vapormatic or John Deere	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, give location and approximate dates:	
Have you previously filed application for employment with Vapormatic or John Deere	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, give location and approximate dates:	
Are there any particular arrangements you require in order for you to be able to attend an interview:	

## Section 2: Employment History

Give a complete employment history for the 5 preceding years or since reaching age 16, whichever is the shorter period. You need not complete this section if your C.V contains this information and you are supplying this to us. If you are a graduate/school leaver, and do not have previous employment experience cross through and complete section 3.

<b>Current / Last Employer</b>	
Job Title:	Company Name:
Briefly describe main duties and responsibilities:	
Main Achievements:	
Nature of business:	
Reason for leaving:	
Basic Salary:	£ per annum / week / hour
Other benefits:	
Dates Employed:	From To
Full Company Address:	
Town	County Postcode
Person to apply to for reference:	Mr/Miss/Ms/Mrs

<b>Previous Employment</b>	
Position held & main duties:	Company Name & Full Address:
	Postcode Telephone No:
Person to apply to for reference:	Mr/Miss/Ms/Mrs
Reason for change/leaving:	
Dates to and from:	
Position held & main duties:	Company Name & Full Address:
	Postcode Telephone No:
Reason for change/leaving:	
Dates to and from:	
Position held & main duties:	Company Name & Full Address:
	Postcode Telephone No:
Reason for change/leaving:	
Dates to and from:	

## Section 3: Education

Provide details of educational qualifications you have gained. Include any exams you are about to take or for which you are awaiting results.

Name of school, university or college and dates	Qualifications achieved, grades and subjects	Date(s) obtained (month & year)

## Section 4: Vocational Qualifications

This section is only to be completed where a driving licence or secretarial skills are required to perform the job (the advertisement or job profile will usually give this information)

Do you hold a valid UK Driving Licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please provide licence number:			
Has your licence got any penalty points? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide details & dates below:				
Shorthand	YES <input type="checkbox"/> NO <input type="checkbox"/>	Speed:	WPM	Qualified? YES <input type="checkbox"/> NO <input type="checkbox"/>
Audio typing	YES <input type="checkbox"/> NO <input type="checkbox"/>	Speed:	WPM	Qualified? YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy typing	YES <input type="checkbox"/> NO <input type="checkbox"/>	Speed:	WPM	Qualified? YES <input type="checkbox"/> NO <input type="checkbox"/>
Keyboard skills	YES <input type="checkbox"/> NO <input type="checkbox"/>	Speed :	WPM	(approximate if unsure)

## Section 5: Languages

Which languages do you speak and write fluently?

French  Dutch  German  Italian  Spanish  Polish  Russian  Greek  Other  (please specify below):

## Section 6: PC/Computer Skills

Package	Used	If "yes", how would you rate your proficiency?			Have you been formally trained?
MS Word	YES <input type="checkbox"/> NO <input type="checkbox"/>	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>
MS Excel	YES <input type="checkbox"/> NO <input type="checkbox"/>	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>
MS Powerpoint	YES <input type="checkbox"/> NO <input type="checkbox"/>	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Please detail below any other packages you have used (continue on separate sheet if necessary):</b>					
Package	Proficiency			Have you been formally trained?	
	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	Advanced	Intermediate	Beginner	YES <input type="checkbox"/> NO <input type="checkbox"/>	

## Section 7: Membership of Professional Bodies

Professional body	Category of membership (where applicable)	Date joined

## Section 8: Interests/Activities Outside Work

Please indicate any interests, activities, clubs or societies (including voluntary work) you are involved in, which you think are relevant to your application:

## Section 9: Additional Information

Please provide any additional information which you believe will help your application, including any comments on your career plans:

## Section 10: References

It is our policy to apply for a minimum of 2 references from previous employers, and we will contact the individuals you have nominated in section 2 above. Note that your present employer will not be contacted without your permission. Where, however, your employment record does not cover at least **5** years, you may give details of 2 personal referees (who are not relatives) to whom we can apply. If you have previously been a student, please give details of a referee from your school/college.

Name:	Full Address:
	Postcode Telephone No:
Occupation:	Years known:
Name:	Full Address:
	Postcode Telephone No:
Occupation:	Years known:

## Section 11: Conditions of Application and Signature

When you sign this form, you accept that any employment offered will be conditional upon:

- i) Receipt of references that are satisfactory to the Company.
- ii) Documentary proof of any details supplied by you, as requested by the Company.
- iii) Any other condition which the Company may require depending on the nature of the vacancy.

**DATA PROTECTION ACT**

Information provided by you in this application or other relevant information supplied during the selection process (and any employment which may follow) may be held on computer and used for any lawful purpose relating to employee/personnel administration and management.

SIGNED: ..... DATE: .....

I confirm that the information given in this form is complete and accurate. I understand that this application will be used to assess my suitability for employment. I understand that any offer of employment will be made subject to satisfactory references and evidence of qualifications. I understand that if any information given in this form is in any respect untrue the Company may terminate my employment.