



# Application Form (Issue 3 May 2010)

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 Address: The Old Mill, Oxford Road, Fegg Hayes, Stoke-on-Trent, ST6 6QP  
 Email: [hr@falabs.com](mailto:hr@falabs.com)  
 Tel.: 01782 822355

## JOB APPLIED FOR:

If you have any difficulties in completing this form please contact us. You may also wish to submit a CV, but if you do please complete this applications form to assist us in the short-listing process.  
 If any part of the form is not filled in then the application form may be rejected, therefore please explain in a covering letter why you are unable to complete this form.

### Part A: Personal Information

Title: Other (please specify)		Forename(s):		Surname:	
Home address:			Correspondence address: (if different)		
Home telephone:		Fax number:			
Work telephone:		E-mail:			
May we contact you at work? Yes / No		May we contact you by e-mail? Yes / No			
<p><b>If you are not a UK national you may not be eligible to work in the UK without a Work Permit, or a Right to Work Visa. Please indicate if you require A work permit: Yes / No A right to work visa: Yes / No Copies of such documents and also passports must be supplied in all cases.</b></p>					
Any dependants? If so numbers of and ages please:					

### Part B: Education and Training

Schools / Colleges (attended from age 11)	Qualifications obtained (O/A levels, GCSE or equivalent)	Date	Grade
Further / Higher education establishment attended	Course title	Results (including class of degree)	
Professional training / qualifications, with dates and levels attained:			
Other training / courses attended relevant to this post, with dates:			



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### Part C: Present or last employment

Present or most recent employer, nature of business and address	Length of service	Salary	Position held and nature of duties	Reason for leaving

Period of notice required:



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**Part E: Health Declaration**

What absences from work through sickness have you had in the last 2 years?

Total days absent .....                      Number of occasions .....

Do you have any medical condition which will need to be taken into account during the recruitment process? If so please provide information in the following space:



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## Part F: References

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. For overseas referees please ensure an email address is included where available.

### Present or most recent employer

Name and title:	Full address:
Position held:	
Telephone:	Postcode:
Fax:	Email:

### Other referee

Name and title:	Full address:
Nature of contact:	
Telephone:	Postcode:
Fax:	Email:

May we approach your present employer for a reference before interview? If no please ensure you give two other referees.

**Yes/No**

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- Food Analytical Laboratories Ltd may wish to check any of the details you have provided.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

In signing this declaration I am giving Food Analytical Laboratories Ltd. permission to file this record in accordance with the Data Protection Act 1998 for a period of six months.

**Copies of passports must be provided by all for prevention of illegal working by all employees to avert any discrimination under the Race Relations Act**

Signature .....Date .....

When completed please forward to:

Personnel Department  
 Food Analytical laboratories Ltd  
 The Old Mill  
 81 Oxford Road  
 Stoke-on-Trent  
 ST6 6QP

**Please note that receipt of this application will not be acknowledged unless you enclose a stamped addressed envelope. If you receive no further communication within six weeks you may assume that you have been unsuccessful on this occasion, in which case may we take this opportunity to thank you for your interest in the post.**



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**Part G. Please provide any further detail which may help you application in a covering letter.**