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| Maxim Logistics Group LtdJob Application Form |

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| Title of post applied for: |       | Job Ref: |       |

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)

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| --- | --- | --- | --- |
| Surname:  |       | Title: | Mr / Mrs / Miss / Ms |
| Forenames: |  | Preferred Name (Optional): |       |
| Address:      | Tel No (home):  |       |
| Tel No (mobile): |       |
|       | Marital Status: |       |
|  |  | Email Address: |       |
| Postcode: |       | Nat. Insurance No: |       |
| Nationality:  |       | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | [ ]  Yes [ ]  No | If you already have a work permit, when does it expire?       (Please note that your current work permit may not be valid for this post.) |
| Where did you learn of the post? |       |

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| Preferred work arrangements: | [ ]  Full-time  | [ ]  Job share | [ ]  Term time only | [ ]  Part-time |

‘RECOMMEND A FRIEND’ SCHEME NAME (if applicable): |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS** (Original documents, as proof of qualification will be required at interview.)

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| --- | --- | --- | --- | --- |
| Secondary School / College / University | Dates | Examinations taken | Date | Result |
| From | To |
|  |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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| Professional Qualifications currently held; how obtained, grade and date:       |

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| Other relevant Educational or Training Courses, with dates       |

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| **3. PRESENT POST**

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| --- | --- | --- | --- |
| Title ofPost:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced:  |       |
| Date Ended (if applicable): |       |
|       |  |  |
| <Town> | <Post Code> |  |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):      |
| Reason for leaving or wishing to leave: |       |
| Period of notice required to terminate present employment: |       |
| Please notify us of any dates you are available for interview:      |

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| **4. PREVIOUS EMPLOYMENT**(Please use continuation sheet if necessary.)

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| --- | --- | --- | --- |
| Name and Address of Employers | Dates From-To/Position held | Reason for leaving | Final grade/salary |
|
|  |       |       |       |
| Description of duties:      |
|  |
|  |       |       |       |
| Description of duties:      |
|  |
|  |       |       |       |
| Description of duties:      |
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|  |       |       |       |
| Description of duties:      |
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| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB:**      |

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| **6. OTHER INFORMATION**

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| What activities outside work interest you? (State any positions held you consider relevant.)      |
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| Driving Licence No: |

Do you hold a current driving licence? | [ ]  Yes [ ]  No | Do you own a car? | [ ]  Yes [ ]  No |

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| Equality Act 2010 |
| If selected for interview, do you require any assistance/adaptations to help you attend?  | [ ]  Yes [ ]  No |
| If Yes, what assistance/adaptations do you require?       |

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| Rehabilitation of Offenders Act 1974 |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act?  | [ ]  Yes [ ]  No |
| If Yes, please provide further details (all information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for)::  |

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| **7. REFERENCES**

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| --- | --- |
| Referee 1 | Referee 2 |
| Title (Mr., Mrs. etc):  |       | Title (Mr., Mrs. etc):  |       |
| Full Name:  |       | Full Name:  |       |
| Job Title:  |       | Job Title:  |       |
| Organisation Name or Personal Reference:  |       | Organisation Name or Personal Reference:  |       |
| Address:      | Address:      |
|       |       |
|  |  |  |  |
| Tel No:  |       | Tel No:  |       |
| E-mail address:  |       | E-mail address:  |       |
| Fax No:  |       | Fax No:  |       |
| Please state if we may obtain this reference prior to interview. | [ ]  Yes[ ]  No | Please state if we may obtain this reference prior to interview. | [ ]  Yes[ ]  No |

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| **8. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient ground for terminating my employment. |
| Signature:  |  | Date:  |       |
| Name:  |       |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |

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Please return to; -

Angela Hawkes

HR Manager

Maxim Logistics Group Ltd

Maxim House

3 Darwin Road

Willowbrook East Ind Est

Corby

Northants

NN17 5XZ