

Please affix passport sized photo

Application for Employment



TRADE / OCCUPATION

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Wakefield
West Yorkshire
WF1 5YS

Tel: +44 (0) 1924 78 00 00

Fax: +44 (0) 1924 20 19 01

Web-Site: www.tei.co.uk

Personal Details

(Confidential)

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you are successful in your application this information will also be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime or in other ways as permitted by law. Also, please note TEI Ltd operate a strict **Anti-Harassment** and **Bullying Policy** and a strict **Drug and Alcohol Abuse Policy** copies of which are available on our website.

TEI Ltd would like to encourage applications from all sections of the community regardless of age, race, ethnic background, sex, religion, or sexual orientation.

Surname:		Do you hold a full, valid driving licence?	YES	NO
Other Names:		Class:		
Address:		Do you have your own transport?	YES	NO
		Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK ?	YES	NO
Post Code:		If yes please provide details:		
Home Tel No:				
Mobile Tel No:				
Date of Birth:		If you are successful in your application, would you require a work permit prior to taking up employment ? Yes No		
National Insurance No:				

Health Questionnaire

Do you have any health issues that will affect your ability to perform the position you are applying for ?	YES	NO
(If so please provide details)		

Employment History (Please list most recent employment first and supply one written reference)



Company Name:		Occupation:	
		Duties:	
Address:		Start Date:	
		Leave Date:	
		Reason for Leaving:	
Telephone No:			
Site / Contract:		Managers Name:	

Company Name:		Occupation:	
		Duties:	
Address:		Start Date:	
		Leave Date:	
		Reason for Leaving:	
Telephone No:			
Site / Contract:		Managers Name:	

Company Name:		Occupation:	
		Duties:	
Address:		Start Date:	
		Leave Date:	
		Reason for Leaving:	
Telephone No:			
Site / Contract:		Managers Name:	

Company Name:		Occupation:	
		Duties:	
Address:		Start Date:	
		Leave Date:	
		Reason for Leaving:	
Telephone No:			
Site / Contract:		Managers Name:	

Previous Employment with TEI Ltd

Please supply details of any previous employment with TEI Ltd

Site / Contract	Start Date	Leave Date:	Reason for Leaving	Manager's Name

Training Details

In this section you are asked to give details of any training you have undertaken. Please note that TEi Ltd **Do not** permit any use of machinery or equipment, which requires any safety or otherwise training with out confirmation of prior training. Therefore we request that you supply **all details and any** copies of certificates or formal records of training to support your application. Please note unfortunately TEi Ltd cannot return any copies of certificates you include in this application

CCNSG Passport to Safety	2 - Day Basic	Y / N	CCNSG Number:	Expiry:
CCNSG Passport to Safety	3 - Day Supervisory Endorsement	Y / N	CCNSG Number:	Expiry:
Are you registered on the ECITB Skills Database ?	Yes No	Registration No:		
Do you hold an ECITB ACE Card ?	Yes No	Ref No:		
Do you hold current certification for any of the following ?			Yes	No
Fork Lift Truck - Counterbalance				
Fork Lift Truck - Rough Terrain				
Fork Lift Truck - Side Loader				
Fork Lift Truck - Telescopic Materials Handler				
Aerial Access Platforms (MEWPS)				
Mobile Aluminium Scaffold Towers / Pre-Fab				
Overhead Pendant Crane Operator				
HIAB (Tractor of Wagon)				
Rigging / Slinging / Banksman				
Confined Spaces				
Abrasive Wheels / Portable hand-held Grinders				
First Aid - 1 - Day Appointed persons				
First Aid - 4 - Day Full Course				
Appointed Persons Lifting Operations				
Have you attended any <u>other</u> training courses ? (Please give details)				

Signed: _____ Date: ____/____/____
 (applicant)

I sign to confirm that all information provided is factual and correct

Signed: _____ Date: ____/____/____
 (Employer)

Received with application for consideration of employment

Working time regulations



The working time regulations state that an employee cannot be required to work for more than 48 hours a week, unless an individual opt-out is signed agreeing that this limit will not apply. If you are prepared to work more than 48 hours a week from time to time, you will need to sign the agreement below. The sole purpose of the agreement is to ensure that our current working practices comply with the law.

Agreement to opt-out of regulation 4 (1) of the working time regulations 1998 about maximum weekly working time

1. I agree with TEi Ltd that the limit in regulation 4 (1) of the Working Time Regulations 1998 shall not apply to me and I acknowledge that this means that my working time, including overtime, may exceed an average of 48 hours for each 7 days calculated over any 52 weeks reference period.
2. I agree to comply with any reasonable requirements of the employer, which relate to it's maintenance of records of my hours of work.
3. This agreement can be terminated by me by giving 3 months notice in writing to my employer.
4. This agreement is of immediate effect and will continue to operate indefinitely unless terminated in accordance with clause 3 above.

Signed: _____ Date: ____/____/____
(applicant)

I sign to confirm that all information provided is factual and correct

Signed: _____ Date: ____/____/____
(Employer)

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Declaration

1. Should you be offered employment, terms and conditions will be in accordance with either: -

a) NAECI (National Agreement for the Engineering Construction Industry)

b) A variation from NAECI as determined by commercial requirements.

If you are **Not** prepared to work on terms and conditions outside of the NEACI, please indicate by putting a cross in the box

2. The ability to travel throughout the UK is a feature of our business.

If you are **Not** prepared to travel throughout the UK, please indicate by putting a cross in the box

3. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described on page1), in accordance with the Data Protection Act

4. The information which is given on this form is both true and accurate. I understand that any false information given may result in my dismissal or any possible future offer of employment being withdrawn.

5. In signing this form I understand that TEi Ltd will obtain references from any of my previous employers and offers of employment will be conditional of satisfactory references.

Signed: _____ Date: ____/____/____
(applicant)

I sign to confirm that all information provided is factual and correct

Signed: _____ Date: ____/____/____
(Employer)

Received with application for consideration of employment