

TEi Ltd would like to thank you for your interest in employment opportunities within our organisation and taking the time to complete the application form.



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2006 Application for Employment

Guidance Notes

Introduction:

These notes are to accompany the TEI Ltd Main Application Form (employment form) and are intended to give guidance to applicants on the completion. The form can be downloaded from the WebPages.

TEI Ltd are an equal opportunities employer and as such would like to encourage applications from all sections of the community regardless of age, race, ethnicity, background, sex, religion or sexual orientation.

If you require any further assistance in completing the accompanying form please contact the Labour Resources department at TEI Ltd Head Office Wakefield, details can be found on the reverse of this booklet.

Instructions to applicants:

1. Please complete all sections of the **Main Application Form** in full, in blue or black ink and in your own handwriting.
2. Please return the completed form with an up-to-date CV and copies of any training certification you would like to submit in support of your application. Please note that any certification you provide as part of this application cannot be returned.

Page 1 (Personal details):

On page 1 of the application form you are asked to provide personal data about yourself. Please ensure you provide all information requested correctly and in full.

The information you provide in this section will be treated in the strictest of confidence and stored legally and securely in accordance with the Data Protection Act 1998.

Please provide all details including information you may not feel is relevant.

If you do not have the information requested please make a note in the space provided.

On Page 1, you are also asked to provide a current photograph. This is not mandatory, however TEI would request that you do to assist with verification of credentials and security clearance for sensitive work environments.

Page 2 (Employment History):

On Page 2 you are asked to provide details of your work history and previous professional experience. You are also asked to give details of any previous employment within TEI Ltd.

Please complete all sections carefully and in full. In the case of applicants returning forms with an up-to-date CV, TEI still request that you complete this section to ensure that the details we require are provided. Please start this section with your most recent employment details..

Page 3 (Training Details):

On Page 3 you are asked to provide details and proof of training.

Please complete all sections on this page correctly and in full and provide copies of any training certification you would like to submit in support of your application. Please note that any certification you provide, as part of this application cannot be returned. You are also asked to provide some personal details,

which will be handled with the strictest confidence and in accordance with current legislation under the Data Protection Act 1998.

Page 4 (Working time regulations & Declaration):

Working Time Regulations:

On page 4 (Working Time Regs) you are asked to state whether you choose to opt-out of regulation 4 (1) of the Working Time Regulations 1998 relating to the 48 hour weekly average maximum. Please complete and sign this section if you wish any employment offer to be given on the basis you have opted-out of 4 (1) of the Working Time Regulations.

Insert Page Trade / Skill Specific (Experience & Knowledge Form):

Please complete the questionnaire relating to your trade knowledge and experience. The form can be downloaded from the WebPages. Please ensure that you answer all questions on and supply any certification

Declarations:

On Page 4 (Declaration) you are asked to select either option a) or b), stating whether you are prepared to work outside of the terms and conditions of NAECI (National Agreement of the Engineering and Construction Industry).

- Please indicate if you **are not** prepared to accept employment under terms outside of NAECI by placing a cross in the box provided.
- If you are prepared to accept terms outside of the NAECI please leave the box blank.

You are also asked to state whether you are prepared to accept offers of employment on the basis you are prepared to travel though out the UK to various sites.

- If you **are not** prepared to travel though out the UK please indicate by placing a cross in the box.
- If you are prepared to travel though out the UK please leave the box blank.

Declaration 3 states that the applicant agrees to the processing of sensitive data provided to TEI Ltd in the application form, as described on page 1 of the form, in accordance with the Data Protection Act 1998. By signing the completed application form TEI Ltd will be assuming you have read and agree to this statement.

Declaration 4 states that the applicant has completed the application form truthfully and accurately and any information subsequently found to be false may result in dismissal, variation or withdrawal of any work offer and possible future offers.

Declaration 5 states that the applicant is aware that employment with TEI Ltd is subject to satisfactory references being obtained from previous employers.

Finally please sign and date your completed application form and return it to the address provided on the reverse of these guidance notes.