



## APPLICATION FORM – CONFIDENTIAL

Please read carefully before completing in BLOCK CAPITALS. If further space is required please attach additional sheets or CV. Return completed form to: Human Resources, SWH Group, Rockbeare Hill, Rockbeare, Exeter, EX5 2HB or [hr@swhgroup.co.uk](mailto:hr@swhgroup.co.uk).

### Part 1 - Vacancy Details

Position applied for	
Location	
Where did you hear of this position?	

### Part 2 - Personal Details

	Forename	Surname	
Address	Telephone No (Day)		
	Telephone No (Evening)		
	Mobile Tel No		
Postcode	Email address		
If you have worked for SWH previously please give details			
If you have ever been convicted of a criminal offence other than a spent conviction (as detailed by The Rehabilitation of Offenders Act 1974) please provide details. Separate note if preferred			
Are you eligible to work in the UK? <i>(Please note – if you are invited to an interview you must show specific entitlement to work in the UK; passport, birth certificate)</i>		Yes	No
Do you have a full current driving licence?		Yes	No
Do you have a full current LGV licence? <i>(Please provide details if Yes)</i>		Yes	No
How much notice is required by your present employer?			



Part 3 – Employment History (please start with most recent employment)

Employer Name & Address	Position held	Dates		Salary	Reasons for leaving
		From	To		



#### Part 4 - Education & Qualifications

Technical/Professional Qualifications (including membership of professional bodies)	Dates
Further/Higher Education	
Secondary Education	
Please give details of any other training courses attended that may be relevant to this job	



**Part 5 – Further information**

Please enter any additional information in support of your application such as relevant skills, knowledge and experience

**Part 6 – Referees**

We would only approach your referees if you accepted a job offer with SWH Group. Please provide 2 business referees

	Referee 1	Referee 2
Name		
Position		
Company		
Address		
Time known		

**Equality Monitoring Form**

In order to operate a policy of equality we ask you to complete the anonymous enclosed form so we can monitor the effectiveness of our policy.

**Data Protection**

South West Highways Ltd will use the information given by you to assess your application and for statistical analysis. We retain information on job applicants for 12 months and application forms of successful candidates are placed on their personal files.

**Declaration**

I declare that to the best of my knowledge the information given on this form is correct. I have read and understood the above note regarding data protection and give my consent to the information I have provided to be collected and processed.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Thank you for your application

Office Use Only
Date received