

QOR _____ / _____

Interview Date/Time
_____ / _____

Application for Employment

To be completed in applicant's handwriting.

To assist us in giving your application the fullest consideration, and as this form will serve as a permanent record of your qualifications and experience to date, you are asked to complete this form in as much detail as possible.

Section 1 (All Applicants)

Position Applied for: _____

Where did you learn about this vacancy: Friend/Family/Local Newspaper/Internet/
Internal Notice board (Please delete as appropriate)

Section 2 - All Applicants please complete

Do you require any special arrangements for the purpose of interview that we need to be aware of? If so, please specify:

Section 3 - Personal Details (All Applicants)

Title: _____

Surname: _____

Forenames: _____

Address: _____

Telephone No: _____

Mobile No: _____

E-mail Address: _____

N.I.No: _____

Nationality: _____

Dual Nationality (if any): _____

Country of Birth: _____

Place of Birth: _____

Please proceed to Section 5 if not an existing Qioptiq Limited Employee

Section 4 – Current Job Details (Current Qioptiq Employees ONLY)

Current Job Title: _____

Current Department: _____

Internal Tel Number: _____

Date Started with Company: _____

Manager's Name: _____

Have you informed them of your application? Yes
No

Section 5 - Education (All Including Further Education

Applicants)

Name and location of School, College or University since age 14	Qualifications and Grades Obtained
<hr/> <hr/>	<hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/>
<hr/> <hr/>	<hr/> <hr/>

Please give membership details of professional institutes or societies

Please give details of language skills, specifying competencies and any qualifications obtained

Current Qioptiq Limited Employees please proceed to Section 7

Section 6 - Current Employment (External Applicants ONLY)

Name, full address and nature of business of employer	Employed from	Position held	Notice Period	Main reason for wishing to leave
<hr/> <hr/>	<hr/>	<hr/>	<hr/>	<hr/> <hr/>

Current responsibilities:

Present Salary: £ _____ Salary Expectation: £ _____

Section 7 - Previous

Employment (All Applicants)

Name and full address of employer or Department if within Qioptiq	Dates employed from/to	Position held	Reason for Leaving
<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
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Current Qioptiq Limited Employees please proceed to Section 10

Section 8 - Referees (External Applicants ONLY)*

(This must not be a relative - see Guidance Notes)

*Please note we will consult you prior to contacting referees

Name:	Occupation:	Years Known:
Address:		Telephone No:

Name:	Occupation:	Years Known:
Address:		Telephone No:

Section 9 - Qioptiq Employee Referral

(Only complete if you have been referred by a Qioptiq Employee)

Full Name and Department of Qioptiq Employee who referred you for this position:
Applicants relationship with Employee above (family member/friend):

Section 10 - All

Applicants Please Complete

Please state why you wish to apply for this particular vacancy and why you consider that your experience, qualifications, knowledge and skills are appropriate. You may attach a C.V. but please also ensure this application form is completed in full: (please continue on a blank piece of paper if necessary and attach)

Section 11 - Interests and Hobbies (all Applicants please complete)

Section 12 - All Applicants please complete

Do you have any official commitments which would require you to take time away from the work place e.g. TA/JP? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a car owner? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Section 13 - Applicants Statement

- In submitting this application I confirm that:-**
- To the best of my knowledge, the information provided on this application form is true and correct. I understand that if a job offer is made or I am appointed on the basis of false information contained in this form, the job maybe withdrawn or I may be summarily dismissed.
 - I consent to this information being processed and stored for the purpose of recruitment and selection at Qioptiq, and if appointed, for the purposes of employment at Qioptiq.
 - I am prepared to undertake a medical examination.
 - I am prepared to have a Security Clearance Application made on my behalf.
 - I have no un-spent criminal convictions.
 - I can provide original proof of any qualifications gained.

Signed: _____ Date: _____

Monitoring and Administration

In order that we can effectively monitor recruitment, please complete this section, which will then be separated from the application form prior to short listing. Your answers will be treated confidentially and will only be used to help us monitor the operation of equal opportunities.

The information, which you give on this form, will not affect your job application in any way.

Thank you for your co-operation.

Gender:-
Male Female

Age:-
16-19 20-29 30-39 40-49 50-59 60+

I would describe my ethnic origin as:-

Asian or Asian British
Bangladeshi Indian Pakistani
Other (please specify):

Black or Black British
African Caribbean Other (please specify):

Chinese
Any Chinese background (please specify):

White
British Irish Other (please specify):

Disability:-
A disability has been defined under the Equality Act 2010 as “A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. Do you consider yourself to have a disability?
Yes No

Please ensure this page is returned along with your completed application form.

GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORM

Nationality

Due to the nature of the work we undertake we would generally require candidates to fulfill the following criteria: you must be a born or naturalised British citizen and one of your parents must be a British citizen or have substantial ties to the UK. Candidates must normally have been resident in the UK for 5 years immediately prior to their application; this is particularly important if you were born outside the UK.

Experience, Qualifications, Knowledge and Skills

Our selection process is based around the requirements set out in the enclosed Job Advertisement. Please read all the criteria carefully before completing this section of the form in order to plan your statement effectively.

The application form plays a key part in our selection process. We will examine the ways in which you have demonstrated that you meet the job requirements.

References

All job offers will be subject to receipt of references, which are satisfactory to us. Please provide the details of two people who may be approached for references. Normally only work and/or education related references should be given. One of these **must** be your present or most recent employer, the other should be someone who has known you for 3 years or more in a work related, voluntary or academic capacity.

Completed Application Forms

To apply for a vacancy at Qioptiq please ensure you complete an Application for Employment Form in full, these can be returned by post to Lucy Morrell, Human Resources Dept., Qioptiq Ltd., Glascoed Road, St. Asaph, Denbighshire, LL17 0LL or via fax to 01745 588299. Application forms must be received by Qioptiq Ltd by the specified vacancy closing date.

Access and Reasonable Adjustments

We are committed to complying with the Equality Act 2010, and aim to achieve best practice. If you are invited to attend an interview and have a disability please let us know if you have specific access or other requirements.

Short Listing Outcomes

We will inform all applicants of the outcome of their application. Short listed applicants will normally be invited to a panel interview. If you are short listed for interview, you will be required to provide proof of identification and qualifications to the Interview Panel.

From time to time we may use other selection methods to assess whether candidates meet the person specification requirements. If you are shortlisted you will be given details of the selection methods we will be using.

Health Declaration

If you are successful in obtaining employment with Qioptiq we will ask you to complete a confidential medical questionnaire which will be passed to our Occupational Health Nurse who will carry out your medical.