A logo with waves in a circle

Description automatically generated

Voe Marine Engineering Ltd is an equal opportunity employer. Suitability for the job is our only consideration when choosing people for employment.

Please answer all questions in black ink, or type. Use a separate sheet with your name on if you require more space for any of your answers. Please also include your current CV as part of your application.

**All information in this application will be treated as confidential.**

VACANCY DETAILS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post applying for:** |  | | | | **Date**: | |  | |
|  | | | | | | | | |
| **Where did you hear of this vacancy?** | | | | | | | | |
| An Event/Presentation | |  | Facebook |  | | LinkedIn | |  |
| Online Job Advert | |  | Voe employee |  | | Voe Website | |  |
| Printed Advert | |  | Speculative Application |  | | Other (please specify below) | |  |
| **Please provide further details:** | | | | | | | | |
|  | | | | | | | | |

PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dr/Mr/Mrs/Miss/Ms: |  | Place of Birth: |  | |
| Surname: |  | Nationality: |  | |
| Forenames: |  | NI number: |  | |
|  | |  | | |
| Permanent Home Address: | | Address for Correspondence (if different): | | |
|  | |  | | |
| Email address: |  | Email address: |  | |
| Telephone No: |  | Telephone No: |  | |
|  |  |  |  | |
| **Are you legally entitled to work in the UK?** | | | | YES / NO |
| **If you do not possess an EEC country passport, do you have a valid work permit?** | | | | YES / NO |
| **Do you hold a full UK driving license?** | | | | YES / NO |

Please note: Successful applicants will be required to provide documentary evidence of their right to work in the UK, as outlined in the Proof of Eligibility to Work document.

INTERVIEW INFORMATION

|  |
| --- |
| **Please provide any date(s) you would not be available to attend an interview during the next few weeks.** |
|  |

*Reasonable interview expenses may be reimbursed, when supported by receipts.*

HEALTH

|  |  |
| --- | --- |
| **Do you smoke?** | YES / NO |

EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of School / College / University**  **Please include dates** | **Examinations Taken (or to be taken)** | | | |
| **Date Taken** | **Examining Body** | **Subject and Qualification** | **Grade** |
|  |  |  |  |  |
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PROFESSIONAL QUALIFICATIONS

If you are currently studying, please give predicted grades and expected results date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Institution** | **Class of Membership** | **Examinations taken** | **Date Elected** | **Membership No** |
|  |  |  |  |  |
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EMPLOYMENT HISTORY

Please provide details of all employment including apprenticeships, self-employment, and any service with the Armed Forces (give rank and number), during the last 10 years. Please give reasons for any gaps in employment. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers Name and Full Address** | **Role(s) held and any significant achievements** | **Length of Service** | **Reason for Leaving** | **Leaving Salary**  (plus, any benefits) |
|  |  |  |  |  |
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ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| **When can you commence employment?** |  |
|  | |
| **Please indicate the reasons behind your application and your skills, abilities, experience and qualifications in relation to the post being applied for. Continue on a separate sheet if necessary.** | |
|  | |
|  | |
| **Please enter any additional information and experience you feel is relevant to your application and outline your career aspirations. Continue on a separate sheet if necessary.** | |
|  | |

REFERENCES / INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please state whether a reference may be obtained prior to interview from: | | | | | | | | | | |
| **Present Employer:** | YES / NO / N/A | | **Previous Employer:** | YES / NO / N/A | | **School/College/ University:** | | | YES / NO / N/A | |
| Please give details of two referees, one of which must be your last employer: | | | | | | | | | | |
| **Referee 1** | | | | | **Referee 2** | | | | | |
| **Name:** | |  | | | **Name:** | | |  | | |
| **Company:** | |  | | | **Company:** | | |  | | |
| **Relationship to you:** | |  | | | **Relationship to you:** | | |  | | |
| **Address:** | |  | | | **Address:** | | |  | | |
| **Telephone No:** | |  | | | **Telephone No:** | | |  | | |
|  |  | | | |  | |  | | | |
| **Have you any unspent convictions under the Rehabilitation of Offenders Act 1974?** | | | | | | | | | | YES / NO |
| **Are there any cases pending against you?** | | | | | | | | | | YES / NO |
| **If you have answered YES to either of the above questions, please give details:** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **Have you ever been subject to Bankruptcy Proceedings, or been declared bankrupt?** | | | | | | | | | | YES / NO |
| **Have you executed a Deed of Assignment/made a composition with your creditors?** | | | | | | | | | | YES / NO |
| **If YES, please give details and state whether discharge has been obtained:** | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| **Have you ever been removed from or refused employment for jobs which involve financial transactions or accounting for cash**? | | | | | | | | | | YES/NO |

DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that, to the best of my knowledge, the above statements are accurate. I understand that if any information I have given is found to be false, I may be regarded as ineligible for recruitment, or dismissed after employment.  I also agree that, in accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and will be disclosed to all those who need to see it. It will also form the basis of the confidential personnel records if the candidate is successful.  In the case of unsuccessful candidates, the information will be held on file and destroyed after 12 months. | | | |
| **Signature:** |  | **Date:** |  |

**NOTE:** If you submit this application form via e-mail, you will be required to sign it if invited to interview.