

BERTHON JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the job specification. You will be advised of the outcome of your application in writing. Please ensure the finished form is signed, dated and returned to the address given on the last page. Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR:

Job title:
Department:
Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title:	First name:	Surname:	Date of Birth

Home address:

POST CODE:

Telephone nos: please include full STD code

Home:

Work :

Mobile:

email address:

Do you hold a current driving licence?	Yes/No
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Do you need any adjustments made in order to for you to attend an interview?	Yes/No <i>If yes, please provide details or telephone us to discuss prior to interview.</i>
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Are there any restrictions regarding your employment? e.g do you require a Work Permit?	Yes*/No <i>*If you answer Yes please supply details on a seperate sheet of paper</i>
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How much notice do you need to give to your current employer?	
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2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

1. Current/most recent employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

2. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

3. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

4. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school/college/university/training body	Subject studied	Qualification/Level	Date gained

4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid

employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

7. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

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Signed Date

By signing and returning this application form you consent to The Berthon Boat Company Limited using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used in the recruitment process and, if your application is successful, in your ongoing employment & be retained on your personnel file. If your application is unsuccessful this information will be destroyed within a reasonable period of time.

Please return your completed form to Berthon, The Shipyard, Lymington, Hampshire SO41 3YL or by e mail to the e mail address shown on the web site job description.

Thank you.