



# Job Application Form

Thank you for your interest in working with Buildsafe Scaffolding (Yorkshire) Limited.

Please complete this application form and return to us via email at [info@buildsafescaffolding.co.uk](mailto:info@buildsafescaffolding.co.uk)

Applications will only be processed if this form is fully completed. Please print additional pages if you require more space for education and employment history.

<b>Position applied for:</b>		<b>Full time work</b>	Yes	No
<b>Salary expected:</b>		<b>If offered this position will you continue any other work?</b>	Yes	No
<b>Available start date:</b>		<b>If Part time, state days/hours</b>	Days	Hours
<b>Where did you hear about this vacancy?:</b>		<b>Have you previously worked for CCS Developments?</b>		

## Personal Details

<b>Title:</b>		<b>Forename(s):</b>		<b>Surname:</b>	
<b>Home address:</b>					
<b>Postcode:</b>					
<b>Email address:</b>					
<b>Telephone:</b>		<b>Mobile:</b>			
<b>UTR Number:</b>		<b>NI Number:</b>			
<b>Do you hold a valid CSCS card?</b>	Yes	No	<b>If yes, expiry date:</b>		<b>Type:</b>
<b>Do you hold a valid First Aid Certificate?</b>	Yes	No	<b>If yes, expiry date:</b>		<b>Type:</b>
<b>Do you smoke?</b>	Yes	No	<b>Please note:</b> Buildsafe Scaffolding operates a NO SMOKING policy (including e-cigarettes) on all premises		
<b>Do you have any holidays booked?</b>	Yes	No	<b>If yes, dates:</b>		
<b>Are you legally eligible for employment in the UK?</b>	Yes	No	<b>Do you have proof of eligibility to work in the UK?</b>	Yes	No
<b>Do you have a current UK driving licence?</b>	Yes	No			
<b>Please give details of any current or pending driving offences or endorsements below</b>					
<b>Please detail any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974) below</b>					

## Employment Details

Please list past and present employment below, beginning with your most recent.

<b>Name &amp; Address of employer:</b>			
		<b>Postcode:</b>	
<b>Type of business:</b>		<b>Telephone number:</b>	
<b>Job title:</b>		<b>Name of Manager:</b>	
<b>From MM/YY:</b>		<b>To MM/YY:</b>	
<b>Starting salary:</b>		<b>Leaving salary:</b>	
<b>Describe your responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name &amp; Address of employer:</b>			
		<b>Postcode:</b>	
<b>Type of business:</b>		<b>Telephone number:</b>	
<b>Job title:</b>		<b>Name of Manager:</b>	
<b>From MM/YY:</b>		<b>To MM/YY:</b>	
<b>Starting salary:</b>		<b>Leaving salary:</b>	
<b>Describe your responsibilities:</b>			
<b>Reason for leaving:</b>			

<b>Name &amp; Address of employer:</b>			
		<b>Postcode:</b>	
<b>Type of business:</b>		<b>Telephone number:</b>	
<b>Job title:</b>		<b>Name of Manager:</b>	
<b>From MM/YY:</b>		<b>To MM/YY:</b>	
<b>Starting salary:</b>		<b>Leaving salary:</b>	
<b>Describe your responsibilities:</b>			
<b>Reason for leaving:</b>			

Please describe any other work that you have been involved in (e.g. Voluntary, Freelance, Project work, etc.)

Dates/Duration	Description

## Education, Qualifications and Training

Please give details of your education, qualifications and training to date, beginning with the most recent. No matter how long ago, please include all details from secondary school to present.

Establishment	Dates From/To	Qualifications/Grades earned

## IT Ability

<b>Outlook</b>	Basic	Intermediate	Advanced	Expert	<b>CAD</b>	Basic	Intermediate	Advanced	Expert
<b>Word</b>	Basic	Intermediate	Advanced	Expert	<b>Design</b>	Basic	Intermediate	Advanced	Expert
<b>Excel</b>	Basic	Intermediate	Advanced	Expert	<b>3D Printer</b>	Basic	Intermediate	Advanced	Expert
<b>Powerpoint</b>	Basic	Intermediate	Advanced	Expert	<b>Kitchen Design</b>	Basic	Intermediate	Advanced	Expert
<b>Accounts</b>	Basic	Intermediate	Advanced	Expert	<b>Microsoft Teams</b>	Basic	Intermediate	Advanced	Expert

## Experience

Outline any particular experience and skills from previous work/training, or in activities outside of work that you feel show your suitability for the position applied for

## Hobbies & Interests

Give details of your main hobbies and interests and the levels to which these are pursued

## Additional Information

<b>Give any information that you feel will assist us in considering your application</b>

## References

Please provide names, addresses and occupations of two separate referees (not relatives), preferably previous employers whom we may approach with regard to your application at a later date

<b>Name</b>		<b>Name</b>	
<b>Occupation</b>		<b>Occupation</b>	
<b>Address</b>		<b>Address</b>	
<b>Email</b>		<b>Email</b>	
<b>Telephone</b>		<b>Telephone</b>	

<b>I declare that to the best of my knowledge &amp; belief that the information provided in this application is correct &amp; I consent to it being held on file under the terms of the Data Protection Act</b>			
<b>Signature:</b>		<b>Date:</b>	

## For Office Use Only

<b>Application form evaluated by:</b>		<b>Interview date &amp; time:</b>	
<b>Interview notes:</b>			
<b>Punctuality:</b>			
<b>Presentation/Appearance:</b>			
<b>Experience:</b>			
<b>Action:</b>			
<b>1<sup>st</sup> stage INTERVIEW ONE</b>			
<b>2<sup>nd</sup> stage INTERVIEW TWO</b>			
<b>3<sup>rd</sup> stage JOB OFFER</b>			
<b>Offer details:</b>			