



APPLICATION FOR EMPLOYMENT

NOTE: The Company will treat any information submitted on this form as Strictly Private and Confidential.

Position Applied for:		Ref:
Surname: (Block Capitals)		Title:
First Names:		
Permanent Address:		Address for Correspondence (if different):
Postcode:	Postcode:	
Telephone No. (Home)	Telephone No.	
Telephone No. (Work)		
Date of Birth:	Place of Birth:	
Name of Next of Kin:		Relationship:
Address:		
Postcode:		
Where did you see this position advertised?		
Have you applied to join PD Ports before?	Position applied for:	Date application made:
Have you been employed by PD Ports or an associated Company previously?	Position:	Dates (from/to):
Are you willing to work on flexible hours/shifts if the job requires so?		
Do you have any relatives employed by the PD Ports Group? (If so, please detail names and relationship)		
Do you hold a current UK Driving Licence?		
Do you have any endorsements?		If yes, please specify:
Have you been convicted of a Criminal Offence? (Disregard spent convictions under the Rehabilitation of Offenders Act 1974)		
Please give details of leisure and special interests (e.g. foreign languages)		

EDUCATION - Please give details from the age of 11.			
School	From	To	Degrees, certificates, etc. with grades and dates attained.
College/Polytechnic/University (Full & Part Time Students)			
Post Graduate or other studies			
Specialist/technical training courses attended:			
State name, grade and date of election to any Professional Institutes, Clubs or Societies of which you are a member.			
Are you a member of the Reserve Forces or Territorial Army? Y/N If yes, please detail which and your position.			
REFERENCES: Give below the names and addresses of two referees, one of which should be business or educational, from whom references can be obtained if required.			
Name:	Relationship/Position:		Address:
Relationship/Position:	Address:		Postcode:
Address:	Name:		Relationship/Position:
Postcode:	Relationship/Position:		Address:
	Address:		Postcode:

No approach will be made to referees, without your prior agreement.

EMPLOYMENT HISTORY:

Please give details of all previous employment, starting with your present or last job. Continue on a separate sheet if necessary.

Current/Previous Employer: Nature of Business: Address: Main Duties:	Position Held: From: To: Reason for leaving: Salary (plus benefits):
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Please provide any further information you wish to submit in support of your application	

Supporting Information continued

SECURITY CHECK:

In line with Company policy and in accordance with the International Ship and Port Facility Security Code we will require all new recruits employed within sensitive areas of the business to undertake a security background check via the Local Police Force.

SUBSTANCE ABUSE POLICY:

The Company has adopted a full substance abuse policy which provides for random (10% of the workforce) and 'for cause' testing, in addition to provision for pre-employment drug testing.

By signing and returning this application form you are accepting these as pre-requisites of the selection process.

I believe the particulars given on this form are a correct and accurate statement of my experience and qualifications.

Signature: **Date:**

**Please return to:
Human Resources Department
PD PORTS
Queen's Square,
Middlesbrough
TS2 1AH**

<http://www.pdports.co.uk>