



## Employment Application Form

As an equal opportunities employer, we welcome applications from all sectors of the community. We are committed to an effective implementation of our Equal Opportunities Policy. Applicants are considered on the basis of their suitability to the post, regardless of their sex, race, ethnic origin, nationality, gender re-assignment, marital status, disability, part time and fixed term contract status, age, sexual orientation or religion.

The form should be completed in Black Ink and BLOCK CAPITALS. Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application.

<b>Position Applied For</b>	
<b>Post Location</b>	
<b>Where did you see the post advertised?</b>	

**Railway Vehicle Engineering Ltd**

**Vehicles Workshop, Rtc Business Park, London Road, Derby, DE24 8UP**

**Email: [enquiries@rvel.co.uk](mailto:enquiries@rvel.co.uk) Web: [www.rvel.co.uk](http://www.rvel.co.uk)**

Personal Details	
<b>Title:</b>	Mr/Mrs/Miss/Ms/Dr/Other
<b>Forenames:</b>	
<b>Middle Name(s):</b>	
<b>Surname:</b>	
<b>House Number:</b>	
<b>Street:</b>	
<b>Town:</b>	
<b>County:</b>	
<b>Postcode:</b>	
<b>Home Telephone No.</b>	
<b>Work Telephone No.</b>	
<b>Mobile Telephone No.</b>	
<b>Email Address:</b>	
<b>National Insurance No.</b>	

Present or Most Recent Employment	
<b>Employer's Name:</b>	
<b>Employer's Full Address:</b>	
<b>Employment Start Date:</b>	
<b>Date Left (if applicable):</b>	
<b>Position Held:</b>	
<b>Notice required to terminate present employment:</b>	
<b>Reason for leaving/ wishing to leave:</b>	
<b>Summary of duties and responsibilities for position held:</b>	



Please provide employment details including voluntary or unpaid work, and periods of unemployment or any intervals between appointments, starting with your most recent employment first.

Employment History	
<b>Employer's Name and Address:</b>	
<b>Start Date:</b>	
<b>Date Left:</b>	
<b>Position Held:</b>	
<b>Reason for Leaving:</b>	
<b>Main Duties and Responsibilities:</b>	
<b>Employer's Name and Address:</b>	
<b>Start Date:</b>	
<b>Date Left:</b>	
<b>Position Held:</b>	
<b>Reason for Leaving:</b>	
<b>Main Duties and Responsibilities:</b>	
<b>Employer's Name and Address:</b>	
<b>Start Date:</b>	
<b>Date Left:</b>	
<b>Position Held:</b>	
<b>Reason for Leaving:</b>	
<b>Main Duties and Responsibilities:</b>	
<b>Employer's Name and Address:</b>	
<b>Start Date:</b>	
<b>Date Left:</b>	
<b>Position Held:</b>	
<b>Reason for Leaving:</b>	
<b>Main Duties and Responsibilities:</b>	





**Skills, Experience and Qualities**

**Career Choice and Motivation**

Please explain why you are interested in the position with RVEL, and provide evidence of why you believe you are the best candidate for this job.

**Skills & Experience Relevant to the role to which you are applying**

Please use the space below to tell us about the skills and experience that you have learned in other jobs and how you feel they will be relevant to the position you are applying for.

**Activities and Interests**

What activities and leisure interests are you currently involved in, and what have you learnt about yourself from involvement in these?

Many of the roles within RVEL are safety critical and therefore require specific medical standards. This section should therefore be completed by everyone. If the post is not safety critical you may answer only the sections shaded grey. If you are unsure please contact the recruitment advisor.

Medical History/Health	
Do you have defective colour vision?	
Do you have impaired hearing?	
Have you ever had an illness in the past 3 years that has required you to take time off work?	
Do you have any medical problems that often cause you to be absent from work? (If Yes, please provide details)	
Do you have any pre existing medical conditions? (If Yes, please provide details)	
Have you had corrective eye laser surgery? (If Yes, please provide the date)	
Do you intend to have laser eye surgery in the future? (If Yes and a date is known please provide)	
Have you ever failed Drug and Alcohol Screening? (If Yes, please provide date)	
Height (cm)	
Weight (kgs)	
Do you take any prescribed drugs/medicines?	Yes      No

General Information	
Do you have PTS Competence? (If so please provide expiry date and sentinel card number)	
	Yes      No
Are you currently eligible to work full time in the UK?	
Please state what original documentation you can provide to demonstrate this (e.g. Passport or any form of work permit issued).	
Dates of any prebooked holidays in the next 3 months:	
Do you hold a Full Driving Licence?	
Do you hold any other form of Licence? (e.g. Forklift Licence, HGV etc)	



Please give details of any court or court martial convictions, outstanding summons or prosecutions. You need not enter any details of any offence(s) which are spent under the terms of the rehabilitation of Offenders Act 1974. If you are uncertain whether your offences are spent or not please contact your local Citizens Advice Bureau for confidential advice.

Any false statement will disqualify you from your employment or if discovered after employment has commenced, will render you liable for instant dismissal.

Declarations		
Have you any unspent criminal convictions? This includes motoring offences.	Yes	No

If yes, please provide details below:

Date	Nature of offence or attachment of earnings order	Sentence or court order with costs



RAILWAY-VEHICLE-ENGINEERING-LIMITED

All appointments are subject to the receipt of satisfactory references. Please provide us with two referees (other than family members or social/family friends), one of which should be your current/most recent employer, the other an employer within the last five years of your employment history. If you are a recent school/college leaver, one referee should be the head teacher of your last school/college.

References	
<b>Do you agree to RVEL approaching both of your referees prior to making an offer of employment?</b>	<b>Yes      No</b>
<b>Name of Organisation:</b>	<b>Name of Organisation:</b>
<b>Name of Referee:</b>	<b>Name of Referee:</b>
<b>Job Title of Referee:</b>	<b>Job Title of Referee:</b>
<b>Address: (including Postcode)</b>	<b>Address: (including Postcode)</b>
<b>Contact Telephone Number:</b>	<b>Contact Telephone Number:</b>
<b>Contact Fax Number: (If available)</b>	<b>Contact Fax Number: (If available)</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Dates Employed:</b> <b>From                      To</b>	<b>Dates Employed:</b> <b>From                      To</b>
<b>Relationship to Referee: (e.g. employee)</b>	<b>Relationship to Referee: (e.g. employee)</b>



**Data Protection Statement**

In accordance with the Data Protection Act 1998 we are unable to collect and process the data on this form without your explicit consent. If you are happy to provide the above information please confirm your consent by signing the form below. Please note that if you chose not to provide your explicit consent then due to the nature of the position you have applied for, we will be unable to consider your application further. Any sensitive data which you provide will be treated in the strictest confidence.

**I confirm that the information provided may be gathered and processed for the purpose of selecting for this post and managing any subsequent employment with the business. The information given on this form is, to the best of my knowledge, true and complete and the form has been completed by myself and in my own handwriting. I accept that providing deliberately false or incomplete information may result in my rejection for employment or subsequent dismissal.**

<b>Signed:</b>	<b>Date:</b>
<b>Print Name:</b>	



### Equal Opportunities Policy

This section of the application will be detached from your application and will be used solely for monitoring purposes

The aim RVEL's Equal Opportunities Policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, ethnic origin, nationality, gender reassignment, marital status, disability, part time and fixed term contract status, age, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be justified. The organisation is committed not only to it's legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

#### Name & Age

<b>Please tell us your full name:</b>	
<b>Gender Male/Female (Please specify):</b>	
<b>Please tell us your age:</b>	
<b>Date of Birth:</b>	

#### Ethnic Origin

**Please Identify your ethnic status:** (circle the applicable box)

<input type="checkbox"/> White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other
<input type="checkbox"/> Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other
<input type="checkbox"/> Mixed	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black	<input type="checkbox"/> African
	<input type="checkbox"/> Other	<input type="checkbox"/> White & Asian	
<input type="checkbox"/> Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani Bangladeshi	<input type="checkbox"/> Other
<input type="checkbox"/> Chinese or Other Ethnic Group	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other	

#### Disability

<b>Do you consider yourself to have a disability?</b>	<b>Yes</b>	<b>No</b>
<b>If yes, please state the nature of disability:</b>		
<b>If yes, do you have any special requirements if you are asked to attend an interview?</b>		

#### How did you become aware of this vacancy?

Please Specify:
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