

PRIVATE & CONFIDENTIAL  
**FORTH PORTS LIMITED**  
APPLICATION FOR EMPLOYMENT



Please complete and return this form and the completed equal opportunities monitoring form to Personnel Department, Forth Ports Limited, Carron House, Central Dock Road, Grangemouth FK3 8TY.

Post applied for ..... Location .....

Recruitment Source ..... When could you attend for interview? .....

Have you applied to work at Forth Ports before? If so, give details. ....

.....

**Section A : Personal Details**

Surname ..... Forenames .....

Home Address ..... Tel No (Home) .....

..... Tel No (Work) .....

..... Tel No (Mobile) .....

Post Code ..... E-mail Address .....

**Section B : Employment Details**

Present or Most Recent Employment

Name & Address of Employer .....

.....

Post Code ..... Tel No .....

Type of Business ..... No of Employees .....

Current Job Title ..... From ..... To .....

Is This Job Permanent? Yes / No ..... Hours of Work/Shift Pattern .....

Annual Salary ..... Basic Weekly Wage..... Weekly Wage inclusive of overtime.....

Additional Bonus/Rewards (if applicable) ..... Notice Period .....

Reason(s) for wishing to leave .....

**B2 : Summary of your key duties, responsibilities and achievements related to the above post. Please attach an organisational chart if appropriate.**

**B3 : Previous Employment**

Employer's Name & Address & Type of Business <u>(most recent first)</u>	<u>Job Title</u>	Start & Finish Dates (month & year)	Main Duties & Responsibilities <u>(include final salary/wage and reason for leaving)</u>

**Section C : Education and Training**

**C1 : Secondary Education**

<u>Certificates Gained</u>	<u>Subjects Studied</u>	<u>Results/Units/ Modules/VQs</u>

**C2 : Further/Higher Education**

<u>College/ University</u>	<u>Subjects/Modules Studied</u>	<u>Award/ Classification</u>

**C3 : Current Professional Membership (Institution/Class/Grade)**

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**C4 : Other Relevant Training and Development Details**

Vocational Qualifications ..... SQA Certificate No .....

Plant and Equipment Skills:-

<u>Type of Plant</u>	<u>Certificate Number/Date</u>	<u>Training Organisation</u> e.g. CITB/RTITB
Crane		
Mechanical Shovel		
Forklift Truck		
Other Training		
IT Skills		

**C5 : Driving Licence**

Do you possess a full current driving licence? Yes  No

Please state the category of driving licence held and the date of pass for each category.

Give details of any current endorsements.

**Section D : Additional Information**

Please describe your experience, skills, abilities and achievements which are most relevant to this post. Please use additional paper if necessary.

**Section E : References**

Referees will be contacted after the interview only with your consent.

Present or Most Recent Employer	Other Referee (not family, friend or relative)
Name .....	Name .....
Job Title/Position .....	Job Title/Position .....
Company .....	Company .....
Address .....	Address .....
.....	.....
Tel No .....	Tel No .....

**Section F: Rehabilitation of Offenders**

Have you ever been convicted of a criminal offence? Yes  No   
(Declaration subject to the Rehabilitation of Offenders Act 1974)

Please give details .....

Any appointment is conditional upon satisfactory references and a medical.

I confirm that this application is, to the best of my knowledge, true and complete.

I understand and accept that any false statement may be sufficient for rejection or, if employed, dismissal.

Signature: ..... Date: .....



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**FOR PERSONNEL OFFICE USE ONLY**

**EQUAL OPPORTUNITIES MONITORING FORM**

In order that the Company can monitor its Equal Opportunities Policy, and ensure the best applicant for the job, applicants are requested to complete this monitoring form. Please return it with the application form. The information will remain confidential to the Personnel Department. It will not be made available to the interview panel. A copy of the Equal Opportunities Policy is attached for information.

Name \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Female  Male

Please note that Forth Ports Limited operates a Company retiral age of 65. Employees have a statutory right to request to work beyond this age.

Marital Status : \_\_\_\_\_ No. of Children & Ages : \_\_\_\_\_

**What is your ethnic group?**

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

**A White**

- British  
 Irish  
 Any other White background, please write in  
\_\_\_\_\_

**B Mixed**

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background, please write in  
\_\_\_\_\_

**C Asian or Asian British**

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background, please write in  
\_\_\_\_\_

**D Black or Black British**

- Caribbean  
 African  
 Any other Black background, please write in  
\_\_\_\_\_

**E Chinese or other ethnic group**

- Chinese  
 Any other, please write in  
\_\_\_\_\_

Are you a practicing member of a particular faith, or do you hold any philosophical beliefs? If so, please indicate: \_\_\_\_\_

Do you have any special dietary requirements? If so, please indicate: \_\_\_\_\_

Do you require a work permit to undertake employment in the UK? YES / NO

In line with the Disability Discrimination Act 1995 the Company welcomes applicants who consider themselves to be disabled. Please specify any disability that you consider to be relevant to this application.  
\_\_\_\_\_

Please detail any particular arrangements that you may require for interview (e.g. *wheelchair access*) or reasonable adjustments that should be made if you were offered the post. \_\_\_\_\_

Member of Trade Union (please specify) : \_\_\_\_\_

In order that we can monitor the effectiveness of our recruitment advertising, please specify the publication in which you saw this advert (if relevant) or found out about the job vacancy.  
\_\_\_\_\_

Position applied for : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_