



Data Entry & Scanning Assistant - Application Form

PERSONAL DETAILS			
Title		Forenames	
Surname		NI Number	
Address			
Telephone		Mobile	
Email Address			

JOB HISTORY					
Start Date	End Date	Company	Position	Reason for Leaving	Salary
####					

SKILLS
Are you fluent in English? <input type="checkbox"/> Verbal <input type="checkbox"/> Written <input type="checkbox"/> Neither
What other language skills do you have?
Please tell me about your IT skills (packages / systems used / level of knowledge etc):

Please can you give me an example of a job you have worked in that has required you to demonstrate attention to detail and concentration skills:

Please tell me about your data entry skills and experience:

AVAILABILITY

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time							
End Time							
Available to work any time on this day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How much notice do you need to give your current employer?							

TRAVEL

Are you happy to travel abroad as part of this role? Yes No

Do you have a passport that is valid for at least 12 months? Yes No

Please list below any countries that you are unable or uncomfortable travelling to:

Do you hold a current full driving licence? Yes No

EMPLOYMENT ELIGIBILITY

Are you currently eligible for employment in the UK? Yes No

Please state what documentation you can provide in order to demonstrate this:

[Please note that you must bring documentation to demonstrate you are eligible for employment with you to your interview. If you do not your interview may be cancelled until you can provide such documentation.]

Are there restrictions on your continued residence/employment in the UK (e.g. visa expiry)? Yes No
If yes please specify what restrictions: #####

CRIMINAL CONVICTIONS

Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the Police) or have you ever been put on probation or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? No Yes

If Yes please give details below, this should exclude any convictions which are 'spent' under the Rehabilitation of Offenders Act (1974).

WHERE DID YOU HEAR ABOUT US?

It would help us if you could indicate where you first heard about this position:

- AerData Website
- AerData employee - Please specify who:
- Internet Job Board - Please specify which website:
- Other – Please specify

REFERENCES

Please give details of two referees below. 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.

Referee 1		Referee 2	
Name		Name	
Position		Job Title	
Company		Company	
Address		Address	
Telephone		Telephone	

DECLARATION

In accordance with the Data Protection Act 1998, the information provided on this form and attached pages will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate.

I hereby declare that to the best of my knowledge, all of the information given by me is correct. I understand that any false declarations of misleading statements or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, a probation period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company satisfactory.

Signature:

Date:

Please email this form along with a copy of your CV to: aerdata@novalign.co.uk

When you send these documents to us we would appreciate it if you could use the following file names:

Application Form – firstname surname AF

CV - firstname surname