



Application for Employment

Position Applied For:
Name:
Tel No:

**PLEASE FOLD COMPLETED FORM IN HALF WITH
ADDRESS PANEL FACING OUT AND INSERT INTO
ENVELOPE PROVIDED**

HUMAN RESOURCES
TINGDENE HOMES LIMITED
Bradfield Road
Finedon Road Industrial Estate
Wellingborough
Northants NN8 4HB

Thank you for your enquiry into a future career with Tingdene Homes.

Please complete all sections of this application explaining any breaks in employment and medical history.

Return your application to us as soon as possible.

Should you be contacted for an interview please bring with you one of the following to confirm your right to work in the UK. This is to comply with the Asylum & Immigration Act 1996.

- ◆ Passport showing you are a British citizen or have the right of abode in the UK; **OR**
- ◆ A Passport or national identity card or residence permit if you are from an European Economic Area Country or Switzerland; **OR**
- ◆ Passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK; **OR**
- ◆ As the family member of An EEA or Swiss national; **OR**
- ◆ A Passport or other travel document endorsed to show that you can stay indefinitely in the UK or have no time limit on your stay or which permits you to do this type of work; **OR**
- ◆ An application Registration Card issued by the Home Office to an Asylum Seeker stating the holder is permitted to take employment.

If the above is not available then the following should be available for inspection

- ◆ A document giving your name and permanent National Insurance Number. This could be a P45, P60, National Insurance Card or a letter from a Government Agency.

Plus...

- ◆ A full Birth Certificate issued in the UK, or Channel Islands, Isle of Man, Ireland; **OR**
- ◆ Certificate of registration of nationalisation as a British citizen. **OR**
- ◆ A letter issued to you by the Home Office which indicates that you can stay indefinitely in the UK, or you have no time limit on your stay or which permits you to do this type of work; **OR**
- ◆ An immigration Status Document issued by the Home Office to you with an endorsement indicating that the person named in it can stay indefinitely in the UK, or you have no time limit on your stay or which permits you to do this type of work.

Or....

- ◆ A work permit or other approval to take employment that has been issued by Works Permits UK.

Plus...

- ◆ A passport or other travel document endorsed to show that you can stay in the UK and you can take the work permit employment in question; **OR**
- ◆ A letter issued by the Home Office to the holder confirming that you are able to stay in the UK and you can take the work permit employment in question.

Copies will be taken as part of your application

Also...

You will be required to provide details of a valid Bank Account on your first day of work should you be successful,

References will be taken and contact details should be provided.

Employment is subject to the above requirements; we are unable to employ you without this information or satisfactory references, any offer of employment made is subject to receipt of satisfactory references and proof of right to work in the UK.

If you have any further questions please contact the Human Resources Department.

We would like to take this opportunity to thank you for the interest you have shown in Tingdene Homes.

Please complete all sections in BLOCK CAPITALS

Position Applied For:

Where did you hear about this vacancy?

When would you be available to start?

Would you work full time?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

If part time, state preferred hours/days:

Have you previously ever worked for us?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

If yes, in what capacity:

Forename(s):

Surname:

Address:

Telephone Home:

Telephone Mobile:

Email:

National Insurance Number:

How long have you been at this address?

Owner/Rented/Other?

Do you have a valid Driving Licence?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Driving Licence number:

Any penalties on your licence?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

Do you have a criminal record?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

Do you have a court case pending?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

If applicable, do you consent to Tingdene requesting an appropriate disclosure from the criminal records bureau (CRB) to obtain a certificate of any criminal records you may have?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Are you legally able to work in the UK in accordance with the Asylum & Immigration Act 1996 (see application notes).

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Do you have proof of eligibility to work in the UK?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Do you require a work permit to work in the UK?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Do you smoke?

NO	YES
<input type="checkbox"/>	<input type="checkbox"/>

Name & Address of current/most recent employer:

Type of Business:

Job Title:

Employed from:

Employed to:

Starting wage/salary:

Leaving wage/salary:

Describe key duties and responsibilities & details of any relevant experience/training gained:

Reason for leaving:

Name & Address of previous employer:

Type of Business:

Job Title:

Employed from:

Employed to:

Starting wage/salary:

Leaving wage/salary:

Describe key duties and responsibilities & details of any relevant experience/training gained:

Reason for leaving:

Name & Address of previous employer:

Type of Business:

Job Title:

Employed from:

Employed to:

Starting wage/salary:

Leaving wage/salary:

Describe key duties and responsibilities & details of any relevant experience/training gained:

Reason for leaving:

Name & Address of previous employer:

Type of Business:

Job Title:

Employed from:

Employed to:

Starting wage/salary:

Leaving wage/salary:

Describe key duties and responsibilities & details of any relevant experience/training gained:

Reason for leaving:

Please attach a CV or a separate sheet with any further employment details

References: Please provide two names of previous employer's whom we may contact for a reference.

Name:

Name:

Occupation:

Occupation:

Company Name and Address:

Company Name and Address:

Capacity known to you:

Capacity known to you:

Education/Qualifications/Training

School(s), College, University attended:

Qualifications and Grades:

Additional Training:

Other Relevant Skills & Experience:

Please complete the medical information below; this is required with your interests in mind. As a result of the information you have given you may be referred to a doctor appointed by the company so that a medical examination can be carried out. If you wish, you may request an interview with the company's medical office, either as an alternative to completing this form or in order to provide supplementary information or explanation.

PLEASE COMPLETE IN FULL

	Please tick the box		If YES, please give details
	NO	YES	
Have you had an operation in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been seriously injured?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever received inpatient treatment for a physical or mental condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been refused or dismissed from employment for health reasons?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been made ill by your work?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been refused a driver's licence because of ill health?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you take regular medication?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you wear glasses?	<input type="checkbox"/>	<input type="checkbox"/>	

Do you suffer from any of the following?

	NO	YES		NO	YES		NO	YES
Anaemia	<input type="checkbox"/>	<input type="checkbox"/>	Ear Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Kidney Trouble	<input type="checkbox"/>	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	<input type="checkbox"/>	Eye Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Menstrual or Prostate Problems	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy/Fits	<input type="checkbox"/>	<input type="checkbox"/>	Rupture	<input type="checkbox"/>	<input type="checkbox"/>
Allergies/Hay fever	<input type="checkbox"/>	<input type="checkbox"/>	Fainting or dizziness	<input type="checkbox"/>	<input type="checkbox"/>	R.S.I	<input type="checkbox"/>	<input type="checkbox"/>
Back Trouble	<input type="checkbox"/>	<input type="checkbox"/>	HIV/Aids	<input type="checkbox"/>	<input type="checkbox"/>	Stress	<input type="checkbox"/>	<input type="checkbox"/>
Chest Trouble	<input type="checkbox"/>	<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of Breath	<input type="checkbox"/>	<input type="checkbox"/>
Cough (frequent)	<input type="checkbox"/>	<input type="checkbox"/>	Headaches	<input type="checkbox"/>	<input type="checkbox"/>	Skin Rashes/Eczema	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Swellings of legs/ankles	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	Jaundice	<input type="checkbox"/>	<input type="checkbox"/>	Varicose Veins	<input type="checkbox"/>	<input type="checkbox"/>

Other conditions (not listed) **NO YES** Please give details below

Please give further details, if you have answered YES to any of the above. Please also give details of any medical conditions you suffer with which may affect your employment with us:

Have any of the conditions above ever caused you to have time off work? **NO YES**

If YES, please give details

Medical Information continued

Please tick the box
NO YES

Should a medical reference be required would you give your consent for Tingdene to approach your GP?

<input type="checkbox"/>	<input type="checkbox"/>
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Name and address of your GP.

When was the last time you visited your GP?

Please give details of your sickness absence from work during the last two years:

Personal Profile:

Use this area to give further details or information to support your application or to add further information in respect of any questions already asked. Please include any hobbies and interests outside your work. You may use a separate sheet of paper if required.

Please tick the box
NO YES

Should Tingdene wish to take up a reference from a previous employer or employers would you give consent, once an offer of employment is made?

<input type="checkbox"/>	<input type="checkbox"/>
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Declaration

By signing and submitting this application you give consent under the Data Protection Act to the company processing all of the information contained within it as necessary for the purposes of assessing your suitability for employment.

I confirm that the information given in this application form is true and complete and understand that should I be employed by Tingdene Homes any details which are given and which are subsequently found to be untrue, will lead to disciplinary action being taken against me and that could result in my dismissal.

Signature:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Tingdene Homes Limited is part of the Tingdene Group of Companies and is one of the largest manufacturer of Park Homes in the UK. Established in 1969 by former Chairman Jim Gibbard, Tingdene today are at the forefront of design in the construction of all types of modular buildings.

Tingdene have over 200 employees at their Headquarters, Manufacturing Plant and Exhibition Centre based in Wellingborough, Northamptonshire. The Tingdene team spread across many departments provide a wide range of skills expertise to help maintain the company's leading market position.

Tingdene pride themselves on the quality of the homes they manufacture. Continuing efforts to improve on quality and service are therefore paramount to ensure every customer who purchases a Tingdene home has a trouble free product that will last for many years to come.

Tingdene's Indoor Exhibition Centre for Park Homes, opened it's doors in 1984 and now attracts up to 8,000 visitors a year. Here visitors may view, at leisure, a range of fully furnished show homes, obtain development information and view the manufacturing process on one of many factory tours. The Exhibition Centre is open 7 days per week.

We regularly have a presence at exhibitions and shows across the country promoting our range of homes outside of the Exhibition Centre.

The Tingdene Group of companies also incorporates a Parks Development side which own and develop estates throughout the UK. At present Tingdene Residential Parks and Investments hold 28 developments throughout Cambridgeshire, Bedfordshire, Wiltshire, Norfolk, Essex, Shropshire, Isle of Sheppey, Lincolnshire and Warwickshire. Also incorporated within the group, are Intedgen Modular Buildings, suppliers of materials to the modular building industry.

At Tingdene we are in business to provide the foremost in design, quality and service in manufacturing modular buildings whilst working with courtesy, enthusiasm and professionalism.

To help us achieve our mission the following guiding principles apply.

- ◆ Embrace selling and customer care.
- ◆ Recognise that profitability is essential for all our futures.
- ◆ Build a strong team that will enable the company to continue to develop.
- ◆ Apply the highest personal and commercial standards in our dealings with our suppliers, customers, work colleagues and the local community.
- ◆ Embrace change as an essential component of the way we conduct our business.
- ◆ Strive for daily improvements in our products, service levels and working environment.
- ◆ Provide a good working environment in which everyone is encouraged to develop.

Tingdene information and product range can be viewed online at www.tingdene.co.uk

Join our team, view current vacancies online at www.tingdene.co.uk and send us your CV to hr@tingdene.co.uk

To assist us with Equal Opportunities Monitoring, we would be grateful if you could answer the following questions for monitoring purposes. This form will be kept separate from your application form and will not be considered as part of the application process, it is not compulsory to complete the form.

Full Name:

Should you not wish to answer the following questions, please simply tick here

, then sign and date below

Date of Birth:

Nationality:

Gender

Male Female

Ethnic Origin

White

<input type="checkbox"/>	White British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Other - Details	<input type="text"/>
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Mixed

<input type="checkbox"/>	Mixed - White & Black Caribbean	<input type="checkbox"/>	Mixed - White & Black African	
<input type="checkbox"/>	Mixed - White Asian	<input type="checkbox"/>	Mixed - Other - Details	<input type="text"/>

Asian or Asian British

<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>	Asian or Asian British - Pakistani	
<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>	Asian or Asian British - Other - Details	<input type="text"/>

Black or Black British

<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>	Black or Black British - African
<input type="checkbox"/>	Black or Black British - Other - Details	<input type="text"/>	

Other

<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
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Religion (if any):

I hereby consent to the Company processing this information for the purposes of monitoring compliance with its Equal Opportunities Policy

Please tick the box

NO YES

<input type="checkbox"/>	<input type="checkbox"/>
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Signature:

Date: