

**HELIPEBS GROUP OF COMPANIES**  
**Sisson Road**  
**Gloucester**  
**GL2 0RE**

**APPLICATION FOR EMPLOYMENT**

**FROM . . . . . (NAME OF APPLICANT)**

**Position applied for . . . . .**

**Accuracy of Information**

When completing this application form, we ask you to consider your answers most carefully, and provide as full a response as possible. If there is insufficient space provided please use a supplementary sheet.

**References/Enquiries**

It is not company policy to contact your present employer until after we have made an offer and obtained your express permission. We do, however, reserve the right to make whatever enquiries may be appropriate on all other aspects of your application. If you have a particular reason why you would not wish us to make enquiries on any aspect associated with this application, then state the reasons in writing and submit them together with this form.

**Equal Opportunities**

We wish to give every applicant an equal opportunity. This process starts when considering the information you are providing now, and extends to every stage of selection.

**Special Needs**

If we do take your application forward and call you for an interview, you should advise us if you have any special needs/requests, in order that we may make appropriate arrangements to ensure the interview is entirely fair to you.

**Data/Protection Act**

Under the Data Protection Act 1998, we are required to seek your permission, to keep documentation which is personal to you. Whether we offer you a position, or offer to keep your application on file for consideration against any possible future vacancies then, this Application form, together with any certificates, forms, letters of reference, and any other written information which you provide, will all be considered as the "application document". When signing in the appropriate position on the back page of this form, we deem that you understand that this will happen and are freely giving us your permission.

**TELEPHONE: 01452 423201**  
**FAX: 01452 307665**

**PLEASE ANSWER ALL QUESTIONS FULLY (please print)**

- 1. Date .....
- 2. Surname/Family Name .....
- 3. Christian/Given Names .....
- 4. Address .....  
..... Post Code .....
- 5. Marital Status ..... Your telephone no .....
- 7. Next of Kin ..... Their telephone no .....
- 8. Date of Birth ..... 9. Age .....
- 10. Current driving license YES/NO No. of years .....  
Full/Provisional ..... Groups covered .....
- Details of endorsements (if any) and/or impending prosecutions  
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**11. DETAILS OF GENERAL EDUCATION**

Last school attended ..... Dates .....

**EXAMINATIONS/QUALIFICATIONS**

Subject & Grade	Date	Subject & Grade	Date
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**12. DETAILS OF FURTHER EDUCATION**

College/University etc .....

Examinations Passed	Grade	Date
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**13. DETAILS OF APPRENTICESHIP AND/OR COURSES TAKEN etc.**

Employer/Institute .....

Subjects covered .....

Details of specialised In-House or external training or courses taken, including retraining during your working career.

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20. Please indicate if you are enclosing a supplementary sheet and/or your C.V. . . . .  
NOTE: Your CV may give us a better understanding of your previous work and/or experience.

You are advised that if you are successful in your application, you will be required to complete a medical questionnaire and also attend a medical examination by our Company Doctor who will confirm, as far as is possible, you are a person who is fit and medically suitable to perform the duties necessary for the post for which you have applied. The Company are an Equal Opportunities Employer which includes their responsibility under Disabled Discrimination Act 1995.

We thank you for your interest in our company and assure you that your application will receive due and careful consideration. We promise to contact you in writing to advise you of the outcome, at our earliest opportunity.

Would you now please sign and date your application in the place provided below. In so doing, you are confirming to us that the information you have provided, both on this application form and also on any supplementary sheet(s), including your C.V., is to the best of your knowledge and belief up-to-date and accurate.

21. Your attention is drawn to the notes on the front of this form. It is important that you read and understand these notes before signing this form.

Signed . . . . . Date . . . . .

Please state where you first heard of this vacancy . . . . .

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***For Office Use***