

**APPLICATION FOR EMPLOYMENT**  
**PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK**

Position applied for: \_\_\_\_\_ Closing Date: \_\_\_\_\_  
Where did you hear about the vacancy: \_\_\_\_\_ Job ref: \_\_\_\_\_  
Please specify which publication and date

**PERSONAL DETAILS**

Surname: \_\_\_\_\_ Title: \_\_\_\_\_  
Forenames: \_\_\_\_\_ Preferred name: \_\_\_\_\_  
Maiden Name (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Home tel number: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
N.I. Number: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Are you over the age of 18? \* YES/NO  
*\*In line with the 1974 Health and Safety Work Act working with dangerous Machinery.*  
Do you require a work permit? YES/NO Expiry date: \_\_\_\_\_  
Do you have a full UK driving licence? YES/NO Car owner: YES/NO  
Please indicate any current / pending convictions and endorsements:  
\_\_\_\_\_  
\_\_\_\_\_  
Have you any Court \* convictions or any Proceedings pending?  
*\*Other than a spent conviction under the Rehabilitation of Offenders Act 1974 YES / NO*  
If YES, please give details on the nature of the offence and the date of the conviction.  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND QUALIFICATIONS**

Please give details of your education and qualifications. This includes any qualifications for which you are studying now. Proof of qualifications may be required depending on the job specification requirement.

NAME OF SCHOOL, COLLEGE, UNIVERSITY	EXAM TYPE le GCSE, A/Level	EXAMS TAKEN & GRADES ACHIEVED/EXPECTED	DATES OF EDUCATION HISTORY

Please continue on a separate sheet if necessary.

**TRAINING AND PROFESSIONAL MEMBERSHIPS**

Please provide details of any training you have undertaken and memberships to professional bodies:

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**RELEVANT SKILLS**

Please tell us about any special skills not listed above that make you particularly suited to this job:

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**COMPUTER SKILLS**

Please list any computer packages and databases that you have used:

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**EMPLOYMENT RECORD**

Current/most recent employer: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Position: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Duties and responsibilities (Please give a brief description):

Reason for Leaving: \_\_\_\_\_

Notice Period: \_\_\_\_\_ Current Salary: £\_\_\_\_\_

Current Benefits: \_\_\_\_\_

Previous Employment:

Name and Address of Employer	Start Date	Leaving Date	Position Held	Main Duties and Responsibilities	Reason for Leaving

**ADDITIONAL INFORMATION**

Please provide a brief statement to support your application; include reasons for applying and why you believe you are suitable for this position:

Have you previously applied or worked for SCPS Ltd? If so, please provide details including dates.

Have you any special requirements for interview? YES/NO If YES please provide details:

**REFERENCES**

Please complete details for both referees, who should **NOT** be related to you. Please ensure that you supply a name and address for all referees. You must supply referee details to cover a **minimum of 5 years of your employment history**. If you are school/college leaver, please give the name and address of your head teacher/tutor and also the manager's name of your most recent work experience placement – if applicable.

**Referee 1** – current/most recent employer

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Referee 3**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

**Referee 2**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Referee 4**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone Number: _____	Telephone Number _____	
Email Address: _____	Email Address: _____	
May we contact the above referees to request employment information for you?		
Full Name: _____	Signature: _____	YES/NO

Please specify any dates that you are not available for interview:  
\_\_\_\_\_

**GENERAL DATA PROTECTION REGULATIONS 2018 – PROCESSING YOUR PERSONAL DATA**

Information provided by you on this form will be held in accordance with the provisions of the General Data Protection Regulations 2018. The information you have supplied, or a third party has supplied on your behalf will be used for the purpose of determining your suitability for the applied position and if you are successfully appointed and for matters relating to your employment which affect you whilst with SCPS Ltd. All personal data about you will be held in strict confidence and SCPS Ltd will not pass on your personal data to any third party without your written consent unless required to do so by law or regulation.

**MEDICAL ASSESSMENTS**

If you are offered employment with SCPS Ltd it is a condition that you successfully pass a full pre-placement medical including a drug and alcohol test. If you are aware of any medical condition, ailment or problem (whether formally diagnosed or not) that may affect your ability to work safely (now or in the future) or if you have a health problem that may be worsened by working for SCPS, you must disclose it. In line with The General Data Protection Regulations 2018, The Company will request your consent to write to your GP for a medical report to verify the information you have given. If you knowingly fail to disclose relevant medical information, the Company reserves the right to withdraw any offer of employment or if you have commenced employment to terminate your employment with the Company.

**DECLARATION**

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with SCPS Ltd will be made on the basis of the information I have provided and that a false declaration resulting in my appointment with SCPS Ltd will render me liable to disciplinary action. I also understand that any offer is conditional upon satisfactory references and medical screening and is not binding until it is confirmed in writing. I give explicit consent that the information which I have provided on this form may be processed in accordance with the General Data Protection Regulations 2018 as described above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR YOUR APPLICATION**

Please return this form to: The HR Department, South Coast Port Services Ltd, Berth 204/207 Western Docks, Southampton, SO15 1DA or by email at [recruitment@scps.uk.com](mailto:recruitment@scps.uk.com) .