

Job Application Form



Please complete clearly in black ink IN BLOCK CAPITALS

Position applied for

If applying for multiple positions, please state which

If applying for shift work, please state which

Personal Details

Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
Surname			Previous names		
Forenames			Home number		
Address			Mobile number		
			Email		
			May we telephone you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Postcode			Work		
National Insurance No			Are you legally eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Education

Name of School	College / University
From to	From to
Examinations and grades	Courses and results
Professional membership, qualifications date obtained	Other relevant training

Previous Employment

List below present and all past employment, beginning with your most recent - continue on a separate sheet if necessary.
Please give details of gaps in employment and any other relevant information.

Job title	Company name
Describe the work you did	Company address
	Postcode
Employed from to	
Type of business	Reason for leaving
	Current salary Bonus

Job title	Company name
Describe the work you did	Company address
	Postcode
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This Position

Salary expected	£		per	
If offered this position, will you continue to work in any other capacity?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:				
Have you previously worked for us as an Actavis employee or Agency temp?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, when?				
Are you related to anyone who works within Actavis?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes who/what is their relationship to you?				
Have you previously applied for any other roles within Actavis? Please specify :				
On what date would you be available for work?				
If you are replying in response to an advertisement, please name the publication/website or other:				

More About Yourself

Please give brief details of interests outside work:			
Do you have a valid driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is it clean? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please give details:			

Please set out how you would apply your skills to this role and any other relevant information

(please continue on a separate sheet if necessary)

Equal Opportunities - Statement of Intent

Actavis is committed to ensuring that existing and potential employees will be afforded equal opportunities in employment, irrespective of their sexual orientation, gender reassignment, pregnancy, religious belief, age, marital status, race, ethnic or national origin, trade union membership or disability. In applying terms and conditions of employment and in operating recruitment, training, promotion policies, the Company also recognises that:-

- A) Unfair discrimination of any kind is totally unacceptable and that the Company is committed to equal opportunity for all.
- B) All employees or applicants for employment should be afforded equal opportunity in employment within the concepts referred to above.
- C) The operation of recruitment, training and promotion policies will be on the basis of appropriate qualifications and the individual's capability and suit ability for the post concerned.
- D) All staff employed by the Company shall have this statement brought to their attention.

Any complaints of discrimination by, or against, employees of the Company shall be dealt with through the relevant procedure.

Name:					
Date of birth:					
Are you?	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Do you have any caring responsibilities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Marital status:	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Divorced <input type="checkbox"/> Civil partnership <input type="checkbox"/> Living with partner <input type="checkbox"/>

Ethnic Origin

White:	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other	<input type="checkbox"/>
Mixed:	White and Asian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Asian or Asian British:	Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/> Other <input type="checkbox"/>
Black or Black British:	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>
Other Ethnic Categories:	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>	Please state nationality:	
Not Stated:	Not stated	<input type="checkbox"/>				

Equal Opportunities

Disability Discrimination Act 1995

Do you consider to have, or have had a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have, or have had a disability that affects your ability to carry out this role according to the job details, please outline any reasonable adjustments that we could make to the job that would allow you to be considered for it fairly.				

Do you require a work permit for employment in this country?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Under the Employment Equality (Religion or Belief) 2003 Regulations, we would like to ensure that we make adequate provision in the workplace for all members of staff. We would be grateful if you would therefore provide us, at your discretion, with details of your religious affiliation. You do not have to answer this question, but if you do, your details will be kept in the strictest confidence. Your answer will not affect your application.				

If you wish to complain that your application for employment has been unfairly considered, you should write to the HR Director within one month of hearing the result of your application.

References

Please give details of two referees one of whom should be your current employer which should cover your last five years of employment.
If you are a college leaver please give details of a teacher or tutor.

I do not wish my referee to be contacted prior to interview <input type="checkbox"/> (Please tick if applicable)	I do not wish my referee to be contacted prior to interview <input type="checkbox"/> (Please tick if applicable)
Name	Name
Occupation	Occupation
Address	Address
Postcode	Postcode
Telephone No	Telephone No
Email address	Email address
Relationship to you	Relationship to you

Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? (Does not include parking tickets)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details:		

Declaration

The information given on this application form will be used to assess your suitability for employment. Any deliberate misrepresentation or falsification of facts contained on this form will lead to dismissal from employment with the company. Any appointment will be subject to satisfactory references, medical check, evidence of qualifications and proof of eligibility for employment in the UK. Candidates are informed that this information is held in line with the Data Protection Act 1998.	
Signature	Date