



# Ellbee

**ELLBEE LTD.**

**Application for Employment.**

**PLEASE COMPLETE ALL SECTIONS.**

**Ellbee Ltd confirms that this information is for its own use with reference to employment and the information contained will not be disclosed to any outside party.**

**VACANCY/POSITION APPLYING FOR.**

**WHERE DID YOU HEAR ABOUT THE VACANCY?**

**Section 1 - About You.**

Title: Mr/Mrs/Miss/Ms *(Delete as appropriate)*

Sex M/F *(Delete as appropriate)*

Full Name:

Address:

Postcode:

Telephone:



**Section 5 - About Your Occupational Health History.**

Have you ever been exposed to any of the following?

*(Delete as appropriate)*

DUST	Y/N	CHEMICALS	Y/N	DISPLAY SCREEN EQUIPMENT	Y/N
NOISE	Y/N	VIBRATION	Y/N	REPETITIVE WORK	Y/N
FUME	Y/N	MINERAL OIL	Y/N		

*If YES to any of the above please give details:*

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*(Delete as appropriate)*

Have you in the past received compensation for any industrial injury or illness?	Y/N
Have you ever had an illness that caused you to be absent from work for more than 3 months?	Y/N
Have you been absent from work, on medical grounds, for more than 10 days in the past year?	Y/N
Have you ever had to give up any previous employment for medical reasons?	Y/N

*If YES to any of the above please give details:*

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**PLEASE COMPLETE ALL SECTIONS**

**Section 6 - About Your Medical History.**

Do you currently suffer or have you ever suffered from any of the following? *(Delete as appropriate)*

BLOOD PRESSURE	Y/N	SPINAL INJURY	Y/N	CHEST DISORDER	Y/N
DIABETES	Y/N	BACK INJURY	Y/N	HEART DISORDER	Y/N
ASTHMA	Y/N	MUSCULAR INJURY	Y/N	LUNG DISORDER	Y/N
ALLERGIES	Y/N	ABDOMINAL INJURY	Y/N	SERIOUS ACCIDENT	Y/N

Do you Smoke?	Y/N	Do you wear Spectacles/Contact Lenses?	Y/N
Are you currently suffering from/receiving treatment or undergoing tests for any health condition?	Y/N		
Have you suffered from or received treatment for any medical condition during the last 5 years?	Y/N		
Are you dependant on Drugs, Alcohol or Other Substances.	Y/N		

*If YES to any of the above please give details:*

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Are you registered disabled? Y/N If YES what is the nature of your disability?

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Note: Ellbee Ltd. is an Equal Opportunities Employer & aims to provide full & fair employment for Disabled Applicants.

**Section 7 - The Asylum and Immigration Act 1996.**

It is a Criminal Offence under this legislation for us to employ anyone who does not have permission to work in the United Kingdom. **ALL** prospective employees will be expected to supply acceptable proof of their permission to work prior to engagement.

Examples of satisfactory **original** documents are -

1. A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
2. A document showing that the holder is a national of a European Economic Area country or Switzerland. (This must be a national passport or national identity card.)
3. A residence permit issued by the Home Office to a national from a European Economic Area or Switzerland.
4. A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
5. A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
6. A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
7. An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

**Are you able to prove your right to work in the UK? YES/NO**

**One of the above ORIGINAL documents MUST be provided for photocopying.**

**Section 8 - Declaration.**

I hereby declare that the information I have given is true. I understand that if it is found to be false or inaccurate following employment I may be subject to disciplinary action or summary dismissal.

Signed: .....

Date: .....

**Completed forms should be either handed in at reception, or posted to the address below for the attention of the Manufacturing Manager.**

**ELLBEE LTD**

**GRANGFIELD INDUSTRIAL ESTATE,**

**PUDSEY**

**WEST YORKSHIRE**

**LS28 6LF**

**Telephone 0113 2579711**