



## **APPLICATION FORM**

Dear Candidate

Thank you for your interest in Mainstay Marine Solutions Limited, please complete the application form attached. The information requested will be used to consider your application for employment.

Your signature is required on the application form prior to submission. All completed application forms should be returned either to the agency which introduced your application or by post marked for the attention of the HR Department, Mainstay Marine Solutions Limited, The Dockyard, Pembroke Dock, SA72 6TE.

If your application is unsuccessful your information will be deleted from our records within 6 months.

Please note should your application be successful and you are offered a position with Mainstay Marine Solutions Limited we will require documents to support your right to work in the UK and to verify qualifications obtained. The following is a list of original documents which may be required to support your application.

- Passport/Visa
- Birth Certificate/Adoption Certificate
- National Insurance Card
- Driving Licence
- Educational & professional certificates

<b>Title:</b>	<b>Surname:</b>
<b>First Name(s):</b>	
<b>Position Applied for:</b>	
<b>Home Address:</b>	
<b>National Insurance Number:</b>	
<b>Current Basic Salary per annum:</b>	
<b>Other benefits:</b>	
<b>Notice period:</b>	

**EDUCATION/QUALIFICATIONS OBTAINED:**

<b>SCHOOL/COLLEGE/UNIVERSITY Including Address</b>	<b>DATES DD/MMM/YYYY</b>	<b>QUALIFICATIONS OBTAINED DD/MMM/YY</b>

## EMPLOYMENT HISTORY

Please provide full details of your employment for the past 7 years. If there are gaps in your employment history please provide details, continue on a separate sheet if necessary

Employer (Full name & address)	Dates of Employment DD/MM/YY	Position	Reason for Leaving

**In what ways have your experiences and qualifications equipped you for the position for which you have applied?**

**Please give details of any job-related training that you have received and dates undertaken**

**Have you ever been subject to any action taken under disciplinary procedures or has an employer ever dismissed you? YES/NO**

**If yes please give details:**

**Have you ever been convicted of a criminal offence? YES/NO  
(Declaration subject to the Rehabilitation of Offenders Act 1974. Spent convictions do not have to be declared)**

**If yes please give details:**

<b>Do you have a valid UK driving licence? YES / NO</b>
<b>Do you currently have any penalty points on your driving licence? YES / NO</b>
<b>If yes, please give details (number of points and when they were received)</b>
<b>Do you have the right to work in the UK? YES/NO</b>
<b>Do you require a permit to work in the UK? YES/NO</b>
<b>If yes, do you currently hold a valid work permit? YES/NO</b>
<b>Type of Permit</b>
<b>Date of Expiry</b>

**I declare that the information given on this application form is complete and accurate and I accept that any misrepresentation of the facts would be grounds for refusal of employment or disciplinary proceedings (and in appropriate cases, criminal charges)**

**I agree that Mainstay Marine Solutions Limited may approach former employers, educational establishments, government agencies or personal referees to verify the above information.**

**Data Privacy**

The information provided on this form and that obtained from other relevant sources, will be used in a confidential manner to process your application for employment and to help us monitor our recruitment processes.

If you are successful in your application and take up employment with us, the information will be used in the administration of your employment.

We may also use the information if there is a complaint or legal challenge relevant to this recruitment process and, if appropriate, check the information collected, with third parties or with other information held by us.

By signing this application form you are agreeing to the processing of sensitive personal data, as described above, in accordance with the General Data Protection Regulations (GDPR). Please refer to Privacy Notice and Data Protection Policy for more information.

**Signed:** .....

**Dated:** .....