

NAPP PHARMACEUTICAL HOLDINGS LIMITED AND ASSOCIATED COMPANIES

APPLICATION FOR EMPLOYMENT

Any information on this form will be treated as private and confidential. If you have insufficient space in any area please continue on a separate sheet and attach it to this form. If you have an up to date CV, please attach it to this form and only complete the relevant boxes. Please ensure that you sign the back page.

Position applied for:	Job Ref (where applicable):	Salary Expected:
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PERSONAL DETAILS

Title:	Forenames [BLOCK CAPITALS]	Surname [BLOCK CAPITALS]
		National Insurance Number:
Permanent address:	Address for correspondence (if different):	
Telephone number (private):		
Telephone number (mobile):		
Telephone number (work):	Telephone number:	
Email address:		

GENERAL INFORMATION

Please detail relevant training and/or membership of professional institutions and/or trade unions:	
Any specialist skills, including foreign languages, First Aid certificates, etc:	
Have you previously applied to us for employment? If so, please give details:	
Are you eligible to work in the UK? (Yes/No/Not sure):	Please give details of any existing holiday commitments:
In no/not sure, please give further background information:	
Do you have a current UK driving licence?	How soon could you join us if offered a position?
Any endorsements?	

MEDICAL

Please detail any disabilities and/or illnesses, physical or otherwise that have involved hospitalisation or specialised medical care.

CONVICTIONS

Do you have any convictions (including Armed Forces)? Please answer 'Yes' or 'No'.

If 'Yes', please give details of the offence, sentence or court order.

For some roles we will require you to obtain information from Police records to support your declaration. If this is the case, you will be informed at interview.

In addition, you should be aware that, should you be employed by the Company, you are obliged to inform us if you are convicted of a custodial or non-custodial sentence during the course of your employment.

EDUCATION

Dates		Further education and where attended	Subjects passed (and special achievements)	Results obtained
From	To			
Dates		Secondary education Schools attended	Subjects passed (and special achievements)	Results obtained
From	To			

EMPLOYMENT HISTORY

Please start with your most recent employer and work backwards

Date from Month/Year	Date to Month/Year	Name and address of employer and type of business	Positions held and main responsibilities	Reasons for leaving or planning to leave	Salary on leaving or current

Please give an example of a time when you have exceeded customer/colleague expectations.

Please describe the most recent training or development opportunities you have had and how you have benefited from them.

WORK ETHIC

Please describe the working environment/culture to which you are best suited, and what sort of position and responsibilities you hope to realise.

Please describe a work situation where you have taken responsibility for your actions and explain the outcome.

REFERENCES

References will only be sought from your present employer once an offer of employment has been made and accepted by you. Past employers and academic referees may be contacted prior to an offer of employment.

If you have not had any previous employment, please give the names and addresses of two people who are not related to you and who will be prepared to give a reference on your behalf.

Your present/most recent employer

Name:

Address:

Relationship to you:

Telephone number:

Previous employer

Name:

Address:

Relationship to you:

Telephone number:

I understand that the information I have given in this Application Form constitutes 'Personal Data' within the meaning of the Data Protection Act 1998. By applying to Napp Pharmaceutical Holdings Ltd and Associated Companies, I explicitly consent to the use of my Personal Data given in this Application Form and obtained in relation to my application (including from any interviews, tests or references) in order to process and evaluate my job application. Regardless of whether my application is successful, I agree that Napp Pharmaceutical Holdings Ltd and Associated Companies may retain my Personal Data for a reasonable period for reference and put my application forward for other suitable vacancies.

I understand that if I knowingly give any false information on this form, my employment with the Company may be terminated.

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

Please mark your envelope **PRIVATE AND CONFIDENTIAL** and return this form to: **The Personnel Department, Napp Pharmaceuticals Limited, Cambridge Science Park, Milton Road, Cambridge CB4 0GW (Telephone 01223 424444)**

EQUAL OPPORTUNITIES MONITORING FORM

Napp Pharmaceutical Holdings Ltd and Associated Companies is committed to ensuring that no job applicant or employee receives less favourable treatment on the grounds of race, religion, colour, nationality, ethnic or national origin, physical or mental disability, age, sex, marital status, sexual orientation, political opinion or affiliation.

Please complete this information for monitoring purposes only. It will be analysed separately from your application for employment.

Name _____ Date of birth _____

Position applied for _____

Signed _____ Date _____

SEX, NATIONALITY, ETHNIC ORIGIN AND DISABILITY

Sex

Male Female

Nationality _____

Which best describes your ethnic origin?

- White - British
- White - European
- Any other White background
- Mixed – White/Black Caribbean
- Mixed – White/Black African
- Mixed – White and Asian
- Any other Mixed background
- Asian – Indian
- Asian – Pakistani
- Asian – Bangladeshi
- Any other Asian background
- Black – Caribbean
- Black – African
- Any other Black background
- Chinese
- Any other group (please specify) _____

Disability

Are you registered disabled?

Yes No

RECRUITMENT

Where did you learn about this job vacancy?

- Newspaper, local Newspaper, national
- Jobs Magazine, is so which _____
- Internet Site, if so which _____
- Employee Recommendation, if so who _____
- Cambridge Evening News Internet Site
- Agency, if so who _____
- Other, please state _____

Please detail any special arrangements, facilities, or adjustments we can provide, that you think you would need in order to attend an interview or to take up the role for which you have applied.

