

# MinebeaMitsumi

**Passion to Create Value through Difference**

NMB Minebea UK Ltd. , Doddington Road, Lincoln, LN6 3RA

Tel 01522 500933 Fax 01522 500975

## APPLICATION FOR EMPLOYMENT

Please complete in INK and use BLOCK CAPITALS

\*Please circle where applicable

NMB-HR-DOC 060

POST(S) APPLYING FOR	*FULL TIME/PART TIME
----------------------	----------------------

<b>PERSONAL DETAILS</b>	SURNAME	FORENAME/S	TITLE
	ADDRESS		
	POSTCODE	TELEPHONE No (HOME)	(WORK)
	EMAIL ADDRESS	May we contact you at work? *Yes/No	
	DO YOU REQUIRE A PERMIT TO WORK IN THE UK? *YES/NO	IF, YES DO YOU ALREADY HAVE ONE? *YES/NO	
	IF YES, PERMIT No.	EXPIRY DATE	
	NATIONAL INSURANCE No.		
	HOW DID YOU LEARN OF THIS VACANCY?		
	YOU MAY AT TIMES BE REQUIRED TO TRAVEL TO DIFFERENT LOCATIONS. YOU WILL NEED TO CONFIRM THAT YOU CAN FULFIL THIS REQUIREMENT IF APPLICABLE TO THE POSITION APPLIED FOR. * Yes/No		

<b>REFERENCES</b>	Please give the names and address of two referees to whom confidential enquiries may be made. One must be your current employer (or if not currently employed, your last employer), or head teacher/tutor if appropriate.	
	Name	
	Address	
	Telephone No:	
	Capacity in which known to you	
	May we approach before interview? *Yes/No	Email Address:
	Name	
	Address	
	Telephone No:	
	Capacity in which known to you	
	May we approach before interview? *Yes/No	Email Address:
	If your referee knows you by a different name, please indicate the name by which you are known to them.	
	Are there any dates when you will not be available for interview? If yes, please give dates.	
	Do you have any holiday commitments? If yes, please give dates.	

<b>PRESENT OR MOST RECENT EMPLOYER</b>	Name	Job Title
	Address	Main Duties
	Nature of Business	
	Number of Employees	
	Reason for Leaving?	
	Notice Period Required, if applicable	
	Current Salary/Wage	

<b>PREVIOUS EMPLOYMENT</b>	Please list all organisations you have worked for. Please continue on a separate sheet if necessary.		
	1	Name	Job Title
	Address		Main Duties
	Nature of Business		
	Reason for Leaving?		
	2	Name	Job Title
	Address		Main Duties
	Nature of Business		
	Reason for Leaving?		
		Employer	Job Title
	3		
	4		
	5		
	6		

Have you ever been subject to disciplinary action or been dismissed from a previous post? \*Yes/No  
 If Yes, please give details on a separate sheet.

Have you ever been convicted of a criminal offence? \*Yes/No  
 If Yes, please give details on a separate sheet.

Declaration subject to Rehabilitation of Offenders Act 1974 (as amended)  
 If your offence is spent, you do not have to declare this offence on the form.



**EXPERIENCE, SKILLS AND TRAINING**

Please explain how your experience, skills and training, in either paid or unpaid work, or through study, meet the selection criteria for this post

**AUTHORISATION AND DECLARATION**

Please read this carefully, then sign and date your application

I authorise the company to obtain references to support this application and release the company and referees from any liability caused by giving and receiving information.

I confirm that neither of the referees are related to me.

I confirm that the above information is correct and complete and understand that failure to disclose relevant information may be sufficient grounds for terminating my employment.

I also understand that questions left unanswered may be discussed at interviews arising from this application.

Applicants Signature

Date