

# THE SPECIALS LABORATORY EXTERNAL APPLICATION FORM



Please complete **in your own handwriting** using a black pen as this form may be photocopied

## Post Details

Position you are applying for:

Full time

Part time

If you wish to work part-time indicate preferred days/hours

## Contact Details

Title	First Name(s)	Surname	Email:
Address			Home Tel No:
			Mobile Tel No:
			Work Tel No:
Postcode			May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Additional Personal Information

National Insurance Number:

Do you require a work permit?

Yes  No

Do you hold a current driving licence?

Yes  No

**NB: Any offer of employment will be subject to receipt of original documentary proof**

## Referees

**Please give the names and addresses of two separate organisational work referees, one of whom must be your current employer. Referees must be people you reported to, eg line manager, supervisor, team leader, etc.**

**If you are in, or have just completed, full-time education, one referee should be from your last school/college.**

Reference 1	Reference 2
Name	Name
Position	Position
Address	Address
E-mail	E-mail
Telephone No:	Telephone No:
Capacity in which known to you	Capacity in which known to you
Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## Education and Qualifications

*Please give details of all educational qualifications you have obtained from school, college, etc*

<b>From</b>	<b>To</b>	<b>School/College/University</b>	<b>Subject</b>	<b>Qualification (including grade or class of diploma, degree, etc)</b>	<b>Date Obtained</b>

## Work-Related Courses/Training

*Please give details of courses you have attended which are relevant to the job for which you are applying*

<b>Date Attended</b>	<b>Length of Course</b>	<b>Organising Body</b>	<b>Course Title / Subject</b>

## Employment Details

Please provide full work history and account for any gaps in employment

### Current or most recent employment

From	To	Employers Name & Address	Position	Reason for Leaving

### Brief Description of Duties/Responsibilities

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Current Salary		Period of notice required or date left	
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### Previous Employment

From	To	Employers Name & Address	Position	Reason for Leaving	Final Salary

## **Additional Information In Support Of Your Application**

*Include here your reasons for applying for this post; information to demonstrate how your skills, knowledge and experience would transfer to this role; and any other information relevant to your application.*

*Continue on a separate page if necessary*

## Disclosure of Criminal Records

At The Specials Laboratory we are engaged in the manufacturing and production of unlicensed medicines for the retail pharmaceutical and hospital markets. Given the nature of the business, it is very important that all of our employees can be trusted to work in an environment which involves dealing with drugs and noxious substances. For this reason, it is important to the business to ascertain whether or not any individual who may be offered a position with us has a criminal record, particularly with regard to the misuse of drugs.

Please note that it is not the company's policy to automatically refuse to employ individuals who disclose a criminal conviction or who admit to having used illegal substances in the past, but it is important from the company's point of view to assess the risks associated in employing such an individual. The company is aware of its obligations under the Rehabilitation of Offenders Act 1974, particularly with regard to "spent" convictions.

		Yes	No	
1.	Have you ever been convicted of a criminal offence involving the use of illegal substances?			<i>If 'Yes' please specify the date this occurred and specify the illegal substance(s) used.</i>
2.	Have you ever received a caution from the police relating to any drugs offences, even though you were not subjected to a formal criminal prosecution?			<i>If 'Yes' please specify the date this occurred and outline the details of the caution.</i>
3.	Do you agree to be subject to random drug and alcohol testing if you are offered a job with The Specials Laboratory?			<i>If 'No' please specify your reason(s) for this.</i>

## Declaration (please read this carefully before signing)

- I confirm that the information contained in this application form is complete and correct and that any untrue or misleading information will give The Specials Laboratory the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss me without notice.
- I hereby give my authority for The Specials Laboratory to contact my own doctor for any further details of my state of health.
- I understand and accept that The Specials Laboratory reserves the right to require me to undergo a medical examination as part of the recruitment and selection process.
- I hereby give my consent to a Criminal Records Bureau (CRB) check being carried out on me by The Specials Laboratory as part of the recruitment and selection process.

Signature:.....

Dated: .....

### Please return to:

### Human Resources Department

The Specials Laboratory  
 Unit 1 Regents Drive  
 Low Prudhoe Industrial Estate  
 Northumberland  
 NE42 6PX

# EQUAL OPPORTUNITIES MONITORING

**This section will be detached from the remainder of your application and is not considered in the recruitment & selection process as it is used solely for monitoring purposes**

<b>Age Category</b>	<input type="checkbox"/> 16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+
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<b>Gender</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male
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<b>Marital Status</b>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Partnered <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
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## Ethnic Background

*How would you describe your ethnic background? Choose ONE section from A to E, tick the appropriate box to indicate your background.*

<b>a) White</b>	<input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background ( <i>please specify</i> )
<b>b) Mixed</b>	<input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background ( <i>please specify</i> )
<b>c) Asian or Asian British</b>	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian or Asian British background ( <i>please specify</i> )
<b>d) Black or Black British</b>	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background ( <i>please specify</i> )
<b>e) Chinese or other ethnic group</b>	<input type="checkbox"/> Chinese <input type="checkbox"/> Any other background ( <i>please specify</i> )
<b>Do not wish to disclose</b>	<input type="checkbox"/>

<b>Nationality</b>		<b>Do you require a work permit?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Religion or beliefs</b>	<input type="checkbox"/> Do not wish to disclose
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<b>Sexual orientation</b>	<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Do not wish to disclose
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<b>Do you have a disability (in accordance with the Disability Discrimination Act 1995)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <p style="font-size: small; margin-top: 5px;">If yes, please detail any reasonable adjustments that you believe may be needed, either for recruitment and selection purposes or to enable you to carry out the post applied for.</p>
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<b>Where did you hear about this vacancy?</b>	
<input type="checkbox"/>	The Specials Laboratory Website
<input type="checkbox"/>	An employee of The Specials Laboratory ( <i>please specify</i> )
<input type="checkbox"/>	Recruitment Agency ( <i>please specify</i> )
<input type="checkbox"/>	Newspaper/Professional Journal ( <i>please specify</i> )
<input type="checkbox"/>	Recruitment Fair ( <i>please specify</i> )
<input type="checkbox"/>	Company Exhibition ( <i>please specify</i> )
<input type="checkbox"/>	Other ( <i>please specify</i> )