



# Cable Services Group

*Powering the World*

Head Office

Rhosddu Industrial Estate, Rhosrobin, Wrexham, LL11 4YZ, United Kingdom.

**Tel:** 01978 340474 **Fax:** 01978 350308

**Email:** jobs@cableservices.co.uk **Web Site:** www.cableservices.co.uk

## APPLICATION FOR EMPLOYMENT

### 1 - GENERAL

Forename(s):

Surname:

Address:

Postcode:

Home Telephone No:

Mobile Telephone No:

Email Address:

Post for which you are applying:

Job Reference Number:

Do you have a current Driving Licence?

YES

NO

Type of Licence:

Details of any Penalties:

Have you worked for Cable Services Group before?

YES

NO

If 'YES', please provide details:

## 2 - EDUCATION

List in chronological order qualifications obtained at school. (Please note you will be asked to provide evidence of the qualifications that you list below).

Name of School	Examination/Subject	Grade	Dates obtained

List below all further and higher level qualifications attained (eg. University qualifications, apprenticeships, professional and technical education or other training) which led to the award of a certificate of qualification.

Educational Establishment	Qualification	Grade	Date obtained

Are you a member of any professional or specialist organisation? Please provide details below:

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---





**5 - REFEREES**

Please nominate two referees (one of whom must be your most recent employer), neither of whom should be a relative. We reserve the right to contact any of your previous employers for a work-related reference if deemed appropriate. It is not our policy to contact referees prior to interview.

<b>First Referee</b>	<b>Second Referee</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Email:</b>	<b>Email:</b>

**6 - DISABILITY**

Are there any specific access needs or arrangements that may need to be made if you are invited to interview?

Do you have any health problems which might prevent you are carry out any of the job functions? If so, please give details. Continue on a separate sheet if required.

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---

## 7 - CRIMINAL CONVICTIONS

The Company is committed to employing the best person for the job and to ensuring an equal opportunity, non-discriminatory working environment. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post.

Below you are requested to disclose any criminal conviction, except those which are considered 'spent' under the Rehabilitation of Offenders Act 1974. Having unspent convictions will not necessarily debar your application form being considered.

I confirm that I have no convictions to declare

I confirm that I have convictions, as detailed below

Date of Conviction	Offence	Sentence

## 8 - DECLARATION

I hereby declare that:

The statements contained in this application are, to the best of my knowledge, true and correct and I agree that any misrepresentation by me will lead to the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for any services rendered.

I understand that I may be required to undergo a medical examination by the Company's Medical Officer, before taking up the post and at such other times as the Company may require.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and returning this application form, you consent to the Company using and keeping information about you, provided by you or by third parties, relating to your application or future employment. Such information may include details relating to your health or any criminal records.

Please return by the specified closing date to:  
Human Resources Manager, Cable Services Group, Rhosddu Industrial Estate,  
Rhosrobin, Wrexham, LL11 4YZ OR email [jobs@cableservices.co.uk](mailto:jobs@cableservices.co.uk)

Late applications or incomplete applications will not be accepted.

**CONFIDENTIAL**

## **APPLICATION FOR EMPLOYMENT**

### **GUIDANCE NOTES FOR THE COMPLETION OF THIS FORM**

This is the standard application form to be completed by all applicants for positions within Cable Services Group.

When completing this form please ensure that:

- You complete the form in black ink and ensure that you return it to us by the closing date stated in the advertisement. Applications received after the closing date will not be accepted.
- You complete all sections of the application form. Incomplete applications will not be accepted.
- Please note that CV's will not be accepted, and will not be considered unless otherwise stated.
- You enter the name and job reference number and the post you are applying for.

### **COMPLETING THE APPLICATION FORM**

This form is the first part of the selection process and it will be used to shortlist applicants for the next stage. It is therefore your first opportunity to “sell yourself”. All sections of this form must be completed in full.

#### **SECTIONS 1, 2 AND 3**

These are mainly concerned with factual information about you, your education and your work history. Please complete these sections in full, ensuring that any gaps in your employment history are explained.

#### **SECTION 4**

This section provides an opportunity for you to tell us about relevant experience, both inside and outside of work. Please state reasons for your application and highlight those areas where you consider you meet the requirements which may be included in the advertisement. Please feel free to add extra pages if necessary.

#### **SECTIONS 5, 6 AND 7**

These sections request details in respect of references, any disability and criminal convictions

Finally you are asked to sign the declaration at the end of the application form to confirm that, to the best of your knowledge, the information that you have supplied throughout the application form is correct. If you make any false declarations, or misleading statements, or significant omissions when completing this form you may be disqualified from employment and liable to dismissal.

## **NEXT STEPS**

Once the closing date for applications has passed, a short list of applications will be drawn up based on the criteria specified in the advertisement and job description.

Successful candidates will be informed and provided with further details of the selection process, i.e. interview date, time and whether any additional tests will be required. Due to the high volume of applications we receive we are unable to notify unsuccessful candidates. If you have not heard from us within 4 weeks of the closing date, regrettably, you should assume that you have not been successful on this occasion.

## **MEDICAL INFORMATION**

If we offer you employment, you may be required to attend a pre-employment medical assessment. If you are aware of a medical condition, which you think could be affected by the nature of the job, please make us aware of this.

## **DATA PROTECTION ACT 1998**

This form asks you to supply 'personal' data as defined by the Data Protection Act 1998. By signing and returning this form you consent to the Company using and keeping information about you, provided by you or by third parties, relating to your application for future employment. Such information may include details relating to your health or any criminal record.



## **Cable Services branches:**

### **Cable Services - Wrexham**

Tel: 01978 340450

Email: sales@cableservices.co.uk

### **Cable Services - Stone**

Tel: 01785 825970

Email: central@cableservices.co.uk

### **Cable Services - Liverpool**

Tel: 0151 9339022 • Email: lpool@cableservices.co.uk

### **Cable Services - Swindon**

Tel: 01793 953399 • Email: swindon@cableservices.co.uk

### **Smith Electrical - Glasgow**

Tel: 0141 621 2060 • Email: scotland@cableservices.co.uk

For further information please visit: [www.cableservices.co.uk](http://www.cableservices.co.uk) or follow us on

