

health

Please indicate the number of days sickness absence you have had in the last 12 months:

NONE

1-7 DAYS

8-14 DAYS

15-21 DAYS

If more than 21 please indicate total

Do you have any health issue(s) which may be affected through working in this post?

YES

NO

If YES, please give details.

Are you registered as being disabled?

YES

NO

If YES, please give details.

additional information

Please give details of any further information to support your application. (e.g. past achievements, future aspirations, personal strengths)

references

Please give names of two **business** referees (one of whom must be your present or most recent employer and your immediate Line Manager) whom we may approach.

Name:

Name:

Position:

Position:

Company Name:

Company Name:

Address:

Address:

Tel:

Tel:

Email:

Email:

Can we approach your current employer before an offer of employment is made?

YES

NO

declaration

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

I understand that the data I have given will be processed and hereby give permission for my details to be retained. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

Signed:

Date:



application form

excellent career opportunities in an exciting and dynamic environment

Post Applied For: _____

How did you hear about this vacancy? _____

MGt is one of Fife's greatest success stories. With nearly 2,000 staff in six buildings in Kirkcaldy and Methil, we have a fantastic range of job opportunities for all skill levels. We have staff working in customer services, telesales, IT, finance, HR, projects, sales and marketing.

In order to ensure successful processing of your application, please adhere to the following:

1. All sections of the form must be completed using **BLOCK CAPITALS OR TYPESCRIPT**. (Incomplete applications may not be progressed further.)
2. CVs **MUST NOT** be attached. However, an additional page for Employment History can be attached if additional space is required.
3. At MGt plc we receive vast numbers of applications and this means that our recruitment process may take some time. Your application could take between 4 and 6 weeks to be progressed and we would appreciate your patience whilst your application is being considered. All candidates will be notified in writing of the outcome of their application.
4. Further information on MGt plc and current vacancies can be found on our website: www.mgtplc.com
5. Please send completed application forms to:
The Recruitment Team, MGt plc, PO Box 200, Kirkcaldy, Fife KY2 6WD, United Kingdom

personal details

Title: _____ Surname: _____

Forename: _____ National Insurance Number: _____

Full Address: _____

Postcode: _____

Telephone Numbers / Email Address: _____

Home: _____ Work: _____

Mobile: _____ Email: _____

employment history

Present Post

Name and Address of Employer:

Date Appointed:

Notice Period:

Job Title and Main Duties:

Hours worked:

Salary and Benefits

Name of Employer:

From:

To:

Job Title and Main Duties:

Reason for Leaving:

Name of Employer:

From:

To:

Job Title and Main Duties:

Reason for Leaving:

Name of Employer:

From:

To:

Job Title and Main Duties:

Reason for Leaving:

PLEASE USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY (DO NOT ATTACH A CV)

further information and training

QUALIFICATION/COURSE TITLE	AWARDING BODY	DATE ACHIEVED	RESULT

List any relevant skills (e.g. foreign languages, computer packages used etc.)

general information

Are you involved in any activity which might limit your availability to work, or your working hours? (e.g. local government councillor)

YES NO

If YES, please give details.

Are you subject to any restrictions or covenants which might restrict your working activities?

YES NO

If YES, please give details.

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974) or possible convictions pending?

YES NO

If YES, please give details.

Have you applied for employment to MGt before?

YES NO

Have you ever worked for MGt before?

YES NO

Are you related to or acquainted with any person employed by MGt?

YES NO

If YES, please give details.

Do you have another job that you plan to continue?

YES NO

If YES, please detail hours worked.

Do you hold a valid UK Passport?

YES NO

Do you have unrestricted entitlement to take up employment in the UK?

YES NO

If NO, please give details.

Are you willing to work overtime and weekends if required?

YES NO

Do you hold a Full UK Driving Licence?

YES NO

Please give details of any hours you would NOT wish to work.
