



# Application Form

The information requested in this form is important in assessing your application. Please complete it accurately and as fully as possible. A CV on its own will not be accepted as an application but can be included to supplement this application form.

This Application consists of three parts: Personal Information, Equal Opportunities Monitoring Form (separate form) and Competency Information.

The Personal Information will be used to ensure applicants have the minimum required qualifications and experience for the position. The Equal Opportunities information will be used for monitoring purposes only.

All recruitment is on the basis of the candidate's relevant skills, knowledge and experiences and therefore the Competency Information Section provides vital information when shortlisting candidates for interview.

Please continue on a separate sheet if necessary. **Please complete in black ink**

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Job Title: **Maintenance Engineer**

Employment Type: **Full Time / Permanent**

How did you hear about this vacancy? \_\_\_\_\_  
 \_\_\_\_\_

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## Personal Information

### 1. Personal Details

Name: .....

Address: .....

.....

..... Postcode: .....

Home Telephone: ..... Mobile: .....

### 2. General Details

Do you hold a current Driving Licence and have a vehicle? YES / NO

Are there any adjustments required should you be invited to interview? YES / NO

If so please state here:  
 .....

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

YES / NO                      If YES, please provide details:  
 .....

If you are successful in your application, would you require a work permit prior to taking up employment?

YES / NO



## Application cont.

### 3. Employment History

Please provide details of your employment history, starting with your current or most recent employer. Please include details of part time and unpaid work (if applicable). Please outline the position held and key responsibilities – this information will be used to ensure you have the required experience for this role (if applicable).

Employers (Name / Address)	Position Held / Key Responsibilities	Reason For Leaving



**4. Educational, Technical and Professional Qualifications**

Please provide full details of all educational, technical and professional qualifications, with attainment levels and subject areas clearly defined. This information will be used to ensure you have the qualifications necessary for this job (if applicable).

**5. Personal Development**

Please give full details of any personal development that you have undertaken. This could be formal courses you may have attended, any forms of mentoring or coaching you have taken part in, membership of associations or professional groups.

**6. Availability**

When would you be able for interview? \_\_\_\_\_

If offered a role when would you be available to start? \_\_\_\_\_

**Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: .....

Date: .....

Please return your completed application form to:

Human Resources, Orangebox, Penallta Industrial Estate, Hengoed, Mid Glamorgan, CF82 7QZ  
or email: [recruitment@orangebox.com](mailto:recruitment@orangebox.com)

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## COMPETENCY APPLICATION FORM

Short-listing for interview will be based on the skills (competencies) outlined in this Section, it is therefore essential that you take this opportunity to demonstrate relevant skills, knowledge and experience in relation to the job vacancy advertised.

Should you wish to provide more information than there is space available, please continue on no more than one additional sheet of paper making sure you clearly state your name and the position applied for.

1. **In this role you will be required to manage simultaneous maintenance projects. Please outline the project coordination qualities that you feel you have which are relevant to a role of this nature.**

2. **Briefly outline the 'hands on' experience you have with regard to :-**

- a. **electrical installation / repair; and**
- b. **onsite mechanical engineering activities.**

3. **The successful candidate will be required to work as a member of a small team. Please outline your experience of working within a small team environment and the qualities you have which you feel make you a good team player.**



## Application cont.

4. Describe a problem that you have solved either individually or as part of a team. What was it? How did you solve it? Would you do anything differently in the future? (This can either be a work or non work-related issue.)

5. Briefly outline any People Management activities you have carried out as part of previous roles. (i.e. appraisals, investigation interviews)

6. Identify the importance of preventative maintenance with regard to the health and safety of the workforce.

<b>HR use only:</b>	<b>Date Received</b>	___/___/___	<b>Signed</b>	_____
	<b>Date Acknowledged</b>	___/___/___		_____
	<b>Letter Ref</b>	_____		_____



# Equal Opportunities Monitoring Form.

Orangebox recognises and promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect irrespective of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

You are asked to provide the information below to help Orangebox monitor the effectiveness of its Equal Opportunities Policy and how well we meet our legal responsibilities. This section of your Application will be detached from your application and will be used solely for monitoring purposes.

**Name:** .....

**Sex:** Male / Female      **Age:** .....      **Date of Birth:** .....

**Nationality:** .....

**Ethnicity:** *Please tick the category that you feel best describes your ethnic origin:*

**White**  
British  
Irish  
Other:  
.....

**Black Or Black British**  
Caribbean  
African  
Other:  
.....

**Asian or Asian British**  
Indian  
Pakistani  
Bangladeshi  
Other:  
.....

**Mixed**  
White and Black Caribbean  
White and Black African  
White and Asian  
Other:  
.....

**Chinese or Other Ethnic Background**  
Chinese  
Other  
.....

Information Refused

**Disability**

*Under the Disability Discrimination Act (DDA) disabled people have a legal right to fair treatment in employment. The DDA defines a disability as a physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.*

Do you consider yourself to be disabled within the definition of the DDA?

Yes                       No                       Information Refused

If you answered Yes and wish to give details of your disability, please enter these below.

**Signed:**.....

**Date:** .....

*Thank you for your co-operation.*