



**Shin-Etsu Handotai Europe Limited**

Wilson Road, Toll Roundabout, Eliburn,  
Livingston, West Lothian, EH54 7DA  
Tel.No: 01506 415555 Email: recruitment@sehe.com

**Application for Employment**  
**(please use block capitals throughout)**

**PERSONAL DETAILS**

Surname _____	Forename(s) _____	Mr/Mrs/Miss/Ms/Other (delete as applicable)
Address _____		
_____		Post Code _____
Telephone (Home) _____	Telephone (Mobile) _____	
Email _____	National Insurance Number _____	
Do you have a current driving licence?	Yes { } No { }	If Yes type of licence: Full/Provisional (delete as applicable)
Do you have your own transport	Yes { } No { }	
Are you a previous employee?	Yes { } No { }	
If Yes, please give dates of employment and job title _____		
_____		
Do you need a work permit to work in the UK?	Yes { } No { }	

**VACANCY INFORMATION**

Position applied for: _____
Period of notice you require to give: _____ Date available for employment: _____
When are you available for interview? _____
Do you require any special assistance to attend/during interview? _____
_____
If offered a position will you continue to work in any other capacity? Give details _____
_____

## VACANCY INFORMATION

Salary required for position applied for: £ \_\_\_\_\_ per annum

Available for Overtime Yes { } No { }

Available for the following shift patterns:

Continuous 4 on/4 off Dayshift/Nightshift rotation: 07:00-19:00 & 19:00-07:00 Yes { } No { }

3-Shift – Back/Early/Nightshift rotation: Yes { } No { }  
14:00-22:05 (Monday-Friday)  
06:00-14:05 (Monday-Friday)  
22:00-06:05 (Sunday-Thursday)

Dayshift (Monday-Friday) Yes { } No { }  
08:30-17:00 (Monday-Thursday)  
08:30-16:00 (Friday)

## EMPLOYMENT HISTORY

### PRESENT EMPLOYER

Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_

Type of Business \_\_\_\_\_ Employed From/To \_\_\_\_\_

Position held \_\_\_\_\_ Please outline your main duties below:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving/wishing to leave \_\_\_\_\_ Leaving Salary \_\_\_\_\_

### PREVIOUS EMPLOYMENT

Please give details of your previous employment beginning with the most recent

#### PREVIOUS EMPLOYER

Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_

Type of Business \_\_\_\_\_ Employed From/To \_\_\_\_\_

Position held \_\_\_\_\_ Please outline your main duties below:  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_ Leaving Salary \_\_\_\_\_

## PREVIOUS EMPLOYMENT

### PREVIOUS EMPLOYER

Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_ Employed From/To \_\_\_\_\_  
Position held \_\_\_\_\_ Please outline your main duties below:  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Leaving Salary \_\_\_\_\_

### PREVIOUS EMPLOYER

Employer's Name and Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_ Employed From/To \_\_\_\_\_  
Position held \_\_\_\_\_ Please outline your main duties below:  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for leaving \_\_\_\_\_ Leaving Salary \_\_\_\_\_

Please continue on a separate sheet of paper for any other employment

## EDUCATION AND TRAINING

College/University	Dates From/To	Main subjects studied with examination results and class of pass

## EDUCATION AND TRAINING

Secondary School	Dates From/To	Subjects studied and grades

Formal training including apprenticeships	Dates From/To	Details of training/apprenticeship

Professional membership(s) and qualifications

Please note you will be required to submit documentary evidence of highest qualifications at interview.

## PUBLIC DUTIES

(e.g. Children's Panel/Reserve Forces)
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## ADDITIONAL INFORMATION

Please use this space for any further information you feel would help with your application

## REFEREES

If you do not have two recent employment references, please provide details of two people who know you well personally. If possible they should hold official positions e.g. Head Teacher, Lecturer. We will not approach your current employer for a reference until an offer of employment has been made.

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

## DECLARATION

I confirm that the information I have given is accurate, to the best of my knowledge and I understand that misrepresentation of information may lead to my employment being terminated. The Company shall hold, use and process the data herein in line with its Privacy Notice [a copy of which can be found at [www.sehe.com](http://www.sehe.com)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Shin-Etsu Handotai Europe Limited retains personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way. Shin-Etsu Handotai Europe Limited's Privacy Notice advises applicants how long it expects to keep their personal information for, once a recruitment decision has been communicated to them. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by Shin-Etsu Handotai Europe Limited. Information relating to successful candidates will be transferred to their employment record with Shin-Etsu Handotai Europe Limited. This will be limited to that information necessary for the working relationship and, where applicable, that is required by law.

**Completed application forms should be returned by post to:**

**Human Resources Department, Shin-Etsu Handotai Europe Limited, HR Department Wilson Road, Toll Roundabout, Eliburn, Livingston, West Lothian, EH54 7DA.**