

STAFF IN CONFIDENCE
(when completed)

APPLICATION FOR EMPLOYMENT

ADM Shine Technologies Ltd
*UK Defence Research &
Technologies for the Military,
Justice and Security*

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General Guidance notes

- > Please ensure this is accurate and that the application is made without agenda or malice.
- > A career with ADM Shine Technologies Ltd is a rewarding one, but it isn't for everyone as the commitments to integrity, confidentiality and trust is a lifelong one. The rewards in terms of Salary, Benefits and Career Development are somewhat unique in the industry and we make every effort each year to ensure they remain so.
- > If you have a query - please ask us to facilitate you completing this application.
- > The application has special security considerations in terms of citizenship - see website.
- > Armed forces and disabled individuals [that meet the skills criteria] will be guaranteed an interview.
- > Armed forces spouses will also be considered and the application form can be submitted either separately or as a conditional pair' of applications. Likewise couples or partners may jointly apply. Likewise, if possible, a joint role share application.
- > The form must be filled in as paper, submitted as paper [not scanned and emailed] and it should be filled in in English. Should another language be preferred [e.g. Welsh], please contact us first for consent to do so.
- > At the back of the form is more space should any answer require it. Please make sure you clearly reference the section it refers to.
- > IF YOU ARE LOOKING FOR SHORT TERM APPOINTMENTS then do not use this form.

Guidance for filling in this form (section by section)

- 1 The website lists the reference numbers for the various roles along with a short title and Salary band details. Location may not be given - please put "UKWN" if not listed - this will be discussed at Interview subject to security approvals.
- 2 Please list all first, middle and surnames. If you prefer or are generally known by your middle name please underline it. All previous names used must be listed for security reasons. Your social media information is preferred but can be omitted - Please put "Prefer Not" and explain why in your cover letter, if you feel you can. If you have D1 or other special provisions in your passport please explain these using the additional information section at the rear of the application form.
- 3/4 If you have a CV you may attach it. Please DO NOT simply refer to it in completing this section.
- 5 Please provide two references, preferably one academic and one personal. At least one of the referees should have known you for at least 5 years continuously [and not more than 3 years ago].
- 6/7 You may make two applications [yours plus a spouse or partner], please summarise the key elements that they have filled in on their form here. You may stipulate that if you or they are unsuccessful what you would like us to do. For example: "please carry on with my application or theirs" or you may wish us to "please abandon both applications" - elaborate as you feel is appropriate. Please indicate if the linked application refers to the primary application or it is secondary to your application.
- 8 Many roles will require this information and we aim to accommodate all - some roles though may need us to work with you to ensure we meet contractual or legal requirements [e.g. that imposed for say aviation engineering]. Some of our Laboratories have high-energy, RF or other risks we need to protect you from.
- 9 Please provide the name and address of your current employer - preferably the location of work, not their HQ address, if you are permitted. Your current Employment contract may have conditions that you cannot work for another employer, if competing, similar market etc., so if you are given leave or 'Gardening Leave' you may not be permitted to work during that time or do training - we would like to know about such if possible. Such clauses may well be difficult to enforce, but we would rather not give you a bumpy start!
- 10 Do you have any access needs or other requirements for us to consider for interview?
- 11 "Best thing since sliced bread" doesn't cut it with us I'm afraid. Please carefully think about this, what really makes you good at your job, or the skills you have to offer, be creative and be above all honest with yourself and us - this could be a very heartfelt I've failed at x, y & z - but I am good at this and that as before my last job I felt I really made contribution a, b & c and the results of that were m, n & o...
- 12 Another opportunity to say what you want - if you can be heartfelt though. We want to understand you.
- 13 This would ideally be strengths and weaknesses - many people don't like doing this. We are a team that has many strengths and each have their weaknesses. Don't try and second guess us - we are fairly good at spotting if this is completely wrong. Just be honest and show your true character a bit!
- 14 The company needs allsorts so again please don't second guess us - be true to yourself.
- 15 This could be "retire happy" and "debt free" - it could be "leave and have a family [and come back]" or "leave and have a family and may not come back - reviewing that after a few years" - be true to yourself and yes we would interview and potentially employ someone that honest with us.
- 16 The company operates at more than one site and some of the sites are not publically known.
- 17 We are exploring having our own accommodation which would help relocation, short term secondments and ex-forces.
- 18 List any key security clearances that you have or have held in the last decade and who was the vetting authority.
- 19/20 Detail high level service record if you are a member or have been a member of the Armed Forces.
- 21 Please detail if you have a second job or similar; Please list them all and use the continuation sheet at the back of the form if necessary. For example a volunteer at a Citizens Advice Centre, a Scuba Instructor etc.
- 22 This section can be used for details of say Parental Carer or Information that you feel would be important we knew about.
- 23 Continuation for any questions. Please be clear as to what you are referring to for you additional information or answer.
- 24 READ very carefully the confirmation you make and be assured we take that very seriously. If during the selection process or subsequently we find aspects that may well require further disciplinary or legal action, we will.

SEND THE COMPLETED PAPERWORK TO:

[The address given on the website Contact Us page](#)

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APPLICATION FOR EMPLOYMENT

1. About the vacancy

Our Reference: Title / Description:
Salary Grade: Location:

2. Personal Details

Title: Mr Mrs Miss Ms Dr Other:
Surname: First / Middle Name(s):
All other Surnames / names used: Why?
Address: Time at that address?
If less than 3 years please provide in cover letter all other addresses you have lived, lodged or resided in to complete the previous three years - without a gap.
Day Tel No. Eve Tel No.
Email: LinkedIn ID:
Twitter ID: Facebook ID:
PASSPORT No. Driving License No.
Nationality now: Nationality at birth:
Does your Passport(s) have restrictions or visas? Yes / No Do you have a full clean driving license? Yes / No

3. Work History [please do not just refer to CV]

Employer	Position Held and Duties	Reason for Leaving

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4. Education History [please do not just refer to CV]

School, College, University or Establishment	Course Details and Qualification Achieved

5. Personal References

1

Occupation:

Tel:

Email:

2

Occupation:

Tel:

Email:

6. Linked Application(s)

Our Reference:

Title / Description:

Salary Grade:

Location:

7. Linked Personal Details

Title: Mr Mrs Miss Ms Dr Other:

Surname: First / Middle Name(s):

All other Surnames / names used: why?

Relationship or reason for Linked Applications:

Linked is the: Primary / Secondary

If one is unsuccessful what would should we do with the other linked application?

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8. Back to you - Other Details

Are you...	Colour Blind?	<input type="text"/> Yes / No	Fit and Healthy?	<input type="text"/> Yes / No	Dyslexic or memory impaired?	<input type="text"/> Yes / No
Could you easily...	Lift 10Kg 1m high?	<input type="text"/> Yes / No	Stand for 2 hours?	<input type="text"/> Yes / No	Walk 4 flights of stairs?	<input type="text"/> Yes / No
	Run 1 mile?	<input type="text"/> Yes / No	Throw a ball 10m?	<input type="text"/> Yes / No	Read Safety Signs at 3m?	<input type="text"/> Yes / No
Do you...	Need Glasses?	<input type="text"/> Yes / No	Need Medication?	<input type="text"/> Yes / No	Have Medical Impants?	<input type="text"/> Yes / No
	Have ongoing medical condition(s)?	<input type="text"/> Yes / No		Need any workplace adaptations or requirements ?		<input type="text"/> Yes / No

9. Your Current Employment

Occupation:

Website:

Reason for Career Change?

Time in Post at current Occupation or Level?

Grade / Rank:

Current Employment Contract Notice Period:

Are there conditions ? Yes / No

If there are Conditions on Contract Notice - Please Briefly Explain:

Dates for Interview(s) and test(s):

10. Arrangements for Interview

If you require any particular arrangements when attending an interview or test, please give details:

11. Why are you someone we should interview?

Be very Honest!

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12. What would be your great achievements in life so far?

Be very Honest!

13. What would be your view of your character?

Be very Honest!

14. Do you work well in a team or better independantly?

Be very Honest!

15. What are your five year goals?

Be very Honest!

16. Are you able to travel - same day, couple of nights, a week or so away?

Be very Honest!

17. We are exploring offering Single Living and Family Accommodation at (or near) our sites

Would that be of interest to you?

Yes / No

Would this be for approximately:

3 to 6 months / Longer if possible

18. Do you currently hold any security clearance(s)?

Clearance(s):

By which Authority
or Agency?

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19. Armed Forces Career (full time and reserves)?

Service No. Rank:

Date Started: Date Ended: Service Length in years:

Discharge reason:

Decorations:

Main Units/Regmts:

Full Trades:

20. Armed Forces Career (reserves)?

We are a very forces friendly organisation and as such we warmly welcome those that have made commitments to be reservists. See our website for further details as we are one of few employers that are able to employ those frequently on High Readiness.

What is your commitment level... Weekends per year: Week days per year:

When do you envisage your mobilisation period will be (approximately):

21. Do you have a second job, other employment or are you under a contract of any form?

Occupation:

Website:

Reason for Career Change?

Time in Post at current Occupation or Level? Grade / Rank:

Current Employment Contract Notice Period: Are there conditions? Yes / No

If there are Conditions on Contract Notice - Please Briefly Explain:

22. Do we need to know anything else that is important?

Be very Honest!

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23. Should you require additional space for any answer, please use this - be clear as to what it refers to

Section No.	Additional space for your answer

24. I confirm that to the best of my knowledge, the information I have given on this form is correct, truthful and honest

- > I confirm that it is a genuine employment application, made in good faith and solely for my purpose of employment.
- > I further confirm I have not been asked to apply, nor have I been compelled to apply for any third party organisation, cause, purpose, government or entity and I act honestly and with due integrity for this application.
- > I understand it is a criminal offence to dishonestly apply for a position of trust and I fully understand this application is for a position of trust within the definition of such within the laws of the United Kingdom and her overseas territories.

Signature:

Date: