|  |  |  |
| --- | --- | --- |
| **Job title** | *Petzl Sales & Accounts Administrator* | |
| **Closing date for applications** | *12noon Friday 7th February 2025* | |
| **Please tell us where you saw this vacancy advertised** | |  |

**Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | *Mr*  *Miss*  *Ms*  *Mrs* | |  |  |
| **Surname** |  | | **Forename** |  |
| **Address** |  | |  |  |
|  |  |  |
|  | **Postcode** |  |
| **Day time telephone** | |  | **Evening telephone** |  |
| **Email** | |  | |  |
| (We may contact you by email instead of; or as well as, by post) | | | | |

|  |  |  |
| --- | --- | --- |
| **Do you have a valid, full, car driving licence for driving in the UK?** | | Yes  No |
| **Do you have any current endorsements on your driving licence?** | | Yes  No |
| **If ‘Yes’, please provide details:** |  | |
|  |

**Education and training**

Please start with the most recent

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Provider** | **Details & qualifications** | **Grade** |
|  |  |  |  |

|  |
| --- |
| Lyon Equipment Limited, Unit 3-7 Tebay Business Park, Old Tebay, Penrith, CA10 3SS, UK  Tel: +44 (0)15396 24040 info@lyon.co.uk www.lyon.co.uk |

|  |  |
| --- | --- |
| **Please state the period of notice required to your current employer:** |  |

**Employment history**

Please start with the most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Employer name & address** | **Job title and brief outline of duties** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Have you ever been dismissed from previous employment?** | | Yes  No |
| **If ‘Yes’, please provide details:** |  | |
|  |

**Please tell us why you are applying for this role**

|  |
| --- |
|  |

**Further information**

Please give any further information you may like to use in support of your application. You may wish to give examples of experience or achievements relevant to this post. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

**Leisure interests**

Please detail any sports, hobbies, pastimes etc.

|  |
| --- |
|  |

**References**

Please give the names and contact details of two people from whom we may obtain professional references – one of which must be your current or most recent employer (if you are applying for your first job, please provide two character references instead). In all cases we reserve the right to contact former employers. Please note, we do not accept references from current or previous employees of Lyon Equipment Limited.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional reference #1** | | | | | | |
| **Name** |  | | | **Relationship** |  | |
| **Company name** (if applicable) | | |  | | | |
| **Address** |  | | | | | |
| **Telephone** |  | | | **Email** |  | |
| **Employed from** (date) | |  | | **Employed to** (date) | |  |

You may  / may not  contact the above reference prior to interview (please tick as appropriate).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional reference #2** | | | | | | |
| **Name** |  | | | **Relationship** |  | |
| **Company name** (if applicable) | | |  | | | |
| **Address** |  | | | | | |
| **Telephone** |  | | | **Email** |  | |
| **Employed from** (date) | |  | | **Employed to** (date) | |  |

You may  / may not  contact the above reference prior to interview (please tick as appropriate).

**Data Protection Notification (Please read this carefully before signing)**

The information you have provided in completing this application will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. The information provided will be treated in accordance with our Privacy Policy which is available on our website.

**Authorisation**: I have read the Data Protection Notification above and understand and agree to the use of my personal data in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**Declaration (Please read this carefully before signing)**

I confirm that all of the above information is correct and that any false or misleading information will give Lyon Equipment Limited the right to terminate any employment contract offered. I understand that proof of qualifications may be requested and checked.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |