

Application for Employment

Position Applied For:		ID No: <i>(office use only)</i>
Advert Reference No:		
<p>The information provided on this Application Form will remain private and confidential and will be used for the purpose of selection. The form is divided into 3 parts: Application, Competency and Ethnic Monitoring, please complete all 3 parts in full. Please do not separate any part of the Form. If your application is successful we may from time to time wish to process this information (as updated periodically) for personnel and business management purposes. If this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that we may approach third parties to verify the information that you have given. By signing this form you will be providing us with your consent to all these uses. On completion please return this form to:</p> <p>Name: Position: Address:</p>		

1 Personal Details (Confidential)

Name:			
Address:			
Contact Details: <i>(please state preferred contact method – calls to business numbers will be made discreetly)</i>	E-Mail:	Home Telephone:	Work Telephone:
		Mobile:	

Do you hold a current driving licence?	Yes		No	
Is it a full/provisional/HGV/PCV licence?	Yes		No	
Is your driving licence free of endorsements?	Yes		No	

Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).)

If the job requires it:

Will you relocate?	Yes		No	
Will you travel?	Yes		No	
Are you able to work overtime or work shifts?	Yes		No	

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer

Name: Address: Telephone No: E-mail: Occupation:		Name: Address: Telephone No: E-mail: Occupation:	
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I give/do not give permission to take up my references prior to an offer of employment being made
(Please delete clearly as appropriate)

2 Educational, Technical and Professional Qualifications (Confidential)

Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership and the date(s) acquired:

3 Employment History

Please give details of all jobs held including part time and unpaid work, starting with your **current** or most recent employer (Continue on separate sheets of paper if necessary).

Employer's Name and Full Address	Job Title and Key Responsibilities	Key Achievements	Start/Leaving Dates Reason for Leaving
Nature of Business:			
Nature of Business:			
Nature of Business:			

Nature of Business:			
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4 Personal Development (Confidential)

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

5 Other Skills (Confidential)

Languages spoken/written (please indicate degree of competence):

Computer literacy (please specify software and level of competence):

Do you have any armed service/public duty commitments? (e.g. a JP/Councillor/TA member)

Yes

No

If yes, please give details:

6 Other Information (Confidential)

How/where did you learn of this vacancy?

Have you made an application to us before?

Yes

No

If yes, please give details:

Are you currently eligible for employment in the UK?

Yes

No

Please state what documentation you can provide to demonstrate this e.g. British Passport/European Economic Area Identity Card/ full Birth Certificate/Passport or Travel Document showing an authorisation to reside and work in the UK:

Have you ever been convicted of a criminal offence?	Yes		No	
<p>If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 (as amended))</p>				

Data Protection Statement

The information that you provide on this Application for Employment form and that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this Application for Employment form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Information Commissioner.

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this Application for Employment Form (Sections 1 . 7) are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if we believe it appropriate) a medical report, all of which must be deemed by us to be satisfactory.

Signed:	
Date:	

Equal Opportunities Monitoring Form

<p>This section of the application form will be detached and used solely for monitoring purposes.</p> <p>We recognise and actively promote the benefits of a diverse workforce and we are committed to treating all employees with dignity and respect regardless of gender, age, race, religion or belief, disability or sexual orientation. We therefore welcome applications from all sections of the community.</p>	<p>ID No:</p>
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Which group do you identify with? Please tick the appropriate box

White	
White . British	
White . Irish	
White . Other (please state)	
Mixed	
Mixed . White and Black Caribbean	
Mixed . White and Black African	
Mixed . White and Asian	
Asian or Asian British	
Asian/Asian British . Indian	
Asian/Asian British . Pakistani	
Asian/Asian British . Bangladeshi	
Other Asian Background (please state)	
Black or Black British	
Black/Black British . Caribbean	
Black/Black British . African	
Other Black Background (please state)	
Chinese or other Ethnic group	
Chinese	
Other (please state)	

Gender, please specify:	Male		Female	
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Date of Birth:

Do you consider yourself to have a disability within the meaning of the Disability Discrimination; Act 1995 (see end of this page for definition)?	Yes		No	
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If yes, please state nature of disability:
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<p>If you wish, you may disclose information about yourself in this section about your:</p> <p>Religion:</p> <p>Sexual Orientation:</p> <p style="text-align: right;">(please continue on a separate sheet if necessary)</p>
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<p>Disability Definition</p> <p>Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA).</p> <p>The DDA states: a person has a disability if he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.</p> <p>The person must satisfy the four criteria in the above statement to fall under and therefore be protected under the DDA. This definition is subject to amendments made by the DDA 2005.</p>
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