

PRIVATE & CONFIDENTIAL
APPLICATION FORM

Please reply to:

Complete the form using BLOCK CAPITALS and BLACK INK

Position applied for:
Site/Location: How did you hear of this vacancy?

PERSONAL

Last name: First names:
Address:

 Post code:
Telephone: Evening:
Mobile: E-mail:

EMPLOYMENT

Have you previously worked here? **YES/NO**
If 'YES,' give job title and dates:
Have you previously applied for work here? **YES/NO**
Do you have friends or relatives working here? **YES/NO**
Are you currently eligible for employment in the UK? **YES/NO**
Do you have your own transport? **YES/NO**
Do you have a current, clean driving licence?* **YES/NO** No. of points

*Only answer this question, if the role is likely to involve travelling on behalf of the business.

If the job requires it, are you willing to:

Work shifts?	YES/NO	Age if under 18	<input type="text"/>
Work nights?	YES/NO	Work weekends?	YES/NO
Work evenings?	YES/NO	Travel?	YES/NO
Work full-time?	YES/NO	Relocate?	YES/NO
Work part-time?	YES/NO		

All qualified candidates are considered for available openings without discrimination because of age within statutory limits, colour, ethnic or national origin, nationality, religious belief, political affiliation, disability, gender or gender reassignment, marital status or sexual orientation.

We work in a non smoking environment.

EDUCATION

Schools:	from	to	Examination subjects and results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

College/University:	from	to	Course and results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Further education and formal training:	from	to	Course and results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please use a separate sheet of paper if required.

Professional memberships:

Body	Date joined	Grade of membership	Date of renewal
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please list any other courses you have attended which may be relevant to the application:

EMPLOYMENT HISTORY

Present/Last employer:

Type of business:

Address:

Post code:

Job title/type of work
and duties:

From to

No. of days sickness absence in last 12 months:

Present/Leaving pay £

per

Reason you want to
leave/have left:

Previous employer:

Type of business:

Address:

Post code:

Job title/type of work
and duties:

From to

No. of days sickness absence in last 12 months:

Leaving pay £

per

Reason for leaving:

Previous employer:

Type of business:

Address:

Post code:

Job title/type of work
and duties:

From to

No. of days sickness absence in last 12 months:

Leaving pay £

per

Reason for leaving:

Please use a separate sheet of paper for earlier jobs.

Please outline your skills and experience gained which are relevant to your application for this job:

REFERENCES

Please give details of your current/last employer and one previous employer whom we can approach for references.

If you do not have any previous employer, please give details of two referees from your school or college.

Name:	<input type="text"/>	Name:	<input type="text"/>
Company Name:	<input type="text"/>	Company Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>

We will not contact your referees until we have your permission.

DECLARATION

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. Where the application is successful, the Company may from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the the provisions of the Data Protection Act 1998. By signing this form, you will be providing the Company with your consent to these uses.

I declare that to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission will result in disciplinary action, which may include termination of employment. I understand that any job offer is subject to references satisfactory to the Company and to a probationary period and, if the Company believes it appropriate, a satisfactory medical report.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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EQUAL OPPORTUNITIES MONITORING FORM

The Company is committed to a policy of equality of opportunity and non-discrimination for all, both in its recruitment process and in the way in which it implements its employment practices.

It is the Company's policy to ensure that all employees are recruited, trained and provided with opportunities for promotion or development on the basis of their ability and taking account of the requirements of the job. No application for employment or employee will be treated less favourably than another because of age within statutory limits, colour, ethnic or national origin, nationality, religious belief, political affiliation, disability, gender or gender reassignment, marital status or sexual orientation.

To ensure that this policy is operating effectively (and for no other purpose), the Company maintains records of employees' and applicants' ethnic origins, gender, marital status, disability etc.

All applicants (internal and external) are requested to complete the section below and place this form in the envelope provided.

Thank you for your assistance.

Position applied for:	<input type="text"/>		
Site:	<input type="text"/>	Date:	<input type="text"/>

Please tick as appropriate

I. GENDER AND MARITAL STATUS

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Other	<input type="checkbox"/>
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2. ETHNIC GROUP

White	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Please Specify	<input type="text"/>		
Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
Asian Other	<input type="checkbox"/>	Please Specify	<input type="text"/>		
Other	<input type="checkbox"/>	Please Specify	<input type="text"/>		

3. AGE

18 and under	<input type="checkbox"/>	19-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>	40-49	<input type="checkbox"/>	50-64	<input type="checkbox"/>	65 and above	<input type="checkbox"/>
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4. DISABILITY DISCRIMINATION ACT

Please tick if you consider yourself disabled within the meaning of the Disability Act 1995 *If yes please give details*

Please return this form with your application form. It will be treated separately to your application and have no bearing on your selection or otherwise for employment.

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CRIMINAL CONVICTIONS FORM

Please complete the following if you have an unspent* criminal conviction and return separately in the envelope provided. This will enable us to check the relevance to the post of any unspent criminal convictions that you may have. This envelope will only be opened in the event of short listing and is only one aspect of our selection process – otherwise it will be disposed of confidentially and unopened.

Last name:	<input type="text"/>	First names:	<input type="text"/>
Position applied for:	<input type="text"/>	Site:	<input type="text"/>
Date of conviction:	<input type="text"/>		
Period of conviction:	<input type="text"/>		

Details of conviction: *Please complete box below.*

Details:	Relevance (for Company use only)
<input type="text"/>	<input type="text"/>

We would only take your conviction into account if the conviction is relevant to the role for which you are applying. We would then apply the following rating system to determine its relevance.

1 = highly likely to be incompatible 2 = may be incompatible 3 = not relevant.

Please note that should you become employed by the Company, any information volunteered for this form will be held on our computer records and in personnel files. After the unspent conviction has expired, this information would be removed from our records. Please acknowledge the accuracy of the information you have supplied, and your acceptance of these terms below.

Signature:	<input type="text"/>	Date:	<input type="text"/>
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*Once the relevant rehabilitation period has been completed, the conviction is spent. Custodial sentences of more than two and a half years are never spent. If you are a doctor, barrister, solicitor, chartered accountant, certified accountant, nurse or pharmacist, you are legally required to list all convictions, whether spent or unspent.