

EMPLOYMENT APPLICATION FORM

Please complete this form in black ink and complete all sections

Position Applied for	
Your Surname and Initials	

Data Protection Statement

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose.

Equality Statement

The Company's Equality Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation or offending background.

Contact Details

Address	No	Street	Town/City		County	Post Code
Telephone	Home		Work		Mobile	
e mail	@					
May we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please <input type="checkbox"/> as appropriate					

Formal Education and Qualifications

<p><u>Secondary Education</u></p> <p>Name of School/College and Location</p>	<p>List subjects studied at GCE/GCSE and results obtained. Place the highest grade obtained against each subject.</p>	
<p><u>Further/Higher Education</u></p> <p>Name of School/College/University and Location</p>	<p>Course of Study/Qualification(s) gained e.g. GCSE's, "A" levels, NVQ, Degree etc</p>	<p>Year qualification obtained</p>

Employment History (Last 10 years) (Attach extra sheets if necessary)

Name of Employer and location	Dates of Employment		Position held and brief summary of duties and responsibilities	Reason for leaving/Last salary or wage
	From	To		
	Month/Year	Month/Year		
Current Employer First – If not currently employed, leave this line blank				
Previous Employer Number 1				
Previous Employer Number 2				
Previous Employer Number 3 (If you need more space, add an extra sheet)				If you have attached an extra sheet Insert <input type="checkbox"/> Here

Driver's Licence

Do you hold a valid and current British Driver's Licence?

Yes No Please as appropriate

If Yes, what type? (E.g. Provisional, Full, LGV, PCV)

Do you have any endorsements?

Yes No Please as appropriate

If Yes, please give details

Additional Information

Give details of any additional information which you would like to include in support of your application. Such information, for example, may include skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for. Please provide details of any relatives employed by the Company and their relationship to you.

Do you have to give notice to any present Employer?

Yes No Please as appropriate

If Yes, how much notice do you have to give?

Continue on a separate page if necessary.

Referees

References are normally taken up for candidates selected for interview. Give details of the names/addresses of two work-related Referees. One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employer

Name, Address and Post Code		Name, Address and Post Code	
Relationship to you		Relationship to you	
May we contact the above person now?		May we contact the above person now?	
Yes <input type="checkbox"/> No <input type="checkbox"/> Please <input type="checkbox"/> as appropriate		Yes <input type="checkbox"/> No <input type="checkbox"/> Please <input type="checkbox"/> as appropriate	

Criminal Records - Disclosure

Do you have any unspent criminal convictions? Please as appropriate

I have no unspent convictions I have unspent convictions (see note below)

Under the Rehabilitation of Offenders Act 1974, as a general rule, no-one need answer questions about spent convictions.

All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.

Note

(To protect the confidentiality of this information, please detail unspent convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential – Criminal Convictions" and attach this to your completed Application Form)

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the job in question; or
- The person comes into a category specified by the Home Secretary where such employment is allowed

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.

Are you eligible to work in the UK? Yes No Please as appropriate

Personal Declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose;
- I give permission for the processing of the personal data contained in this form for employment purposes;
- I understand that any false or misleading information could result in my dismissal.
- Please return this form **Meadow House, 27-29 Links Road, Coventry CV6 3DQ**

Signed _____

Date _____

For Office Use Only

		Initials
Date Application received		
Date Application acknowledged		
Initial Decision		
Date Applicant informed		
Date(s) of Interview		
Decision		

Notes

Extra Sheet for Employment History

Employment History (Last 10 years)				
Name of Employer and location	Dates of Employment		Position held and brief summary of duties and responsibilities	Reason for leaving/Last salary or wage
	From	To		
	Month/Year	Month/Year		
Previous Employer Number 4				
Previous Employer Number 5				
Previous Employer Number 6				
Previous Employer Number 7				
Previous Employer Number 8				
Previous Employer Number 9				

Extra Sheet for Gaps in Employment History

Employment History (Last 10 years)			
Gap		Reason for Gap in employment	What were you doing?
From	To		
Month/Year	Month/Year		