

# APPLICATION FOR EMPLOYMENT

## PRIVATE AND CONFIDENTIAL

Return this form to:

Ref. No: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

Surname

Forename(s)

Title

Address:

Postcode

Telephone Number:

NI No.

Current driving licence? Yes/No

Groups: Expiry Date:

Details of  
endorsements

Are there any restrictions on you taking up employment in the UK? Yes  No  (If yes, please provide details)

## EDUCATION HISTORY

Schools/colleges/university

Qualifications gained

## EMPLOYMENT HISTORY

(Please complete in full and use a separate sheet if necessary)

NAME & ADDRESS OF EMPLOYER	JOB TITLE	DUTIES	RATE OF PAY	REASON FOR LEAVING

Notice required in current post:

## OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

## REFERENCES

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1.	2.
----	----

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

## HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? Yes  No

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

## DECLARATION (Please read this carefully before signing this application)

- 1 I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....



# EQUAL OPPORTUNITY MONITORING

## PRIVATE & CONFIDENTIAL

Ref No.: .....

Position applied for: .....

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Date of Birth: .....

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

### A) White

- English
- Scottish
- Welsh
- Irish
- Any other White background, please specify .....

### B) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please specify .....

### C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background, please specify .....

### D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean
- African
- Any other Black background, please specify .....

### E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
- Any other background, please specify .....

### F) Sex

- Male
- Female

Name: .....

Signed: .....

Date: .....

