Application for Employment

Private & Confidential

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| **Position Applied for:** | **Job Type (Full Time/Part Time/Bank):** |
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| **Personal Details:** | |
| **Name** | Title: |
| Forename(s): |
| Surname: |
|  | Date of Birth: |
| **Contact**  **Information** | Address:  Post Code: |
| Email: |
| Tel No. (Home): |
| Tel No. (Mobile): |
| N.I Number: |

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| **Current Driving Licence:** | | |
|  | Yes: | No: |
| Groups: | |
| Expiry Date: | |
| Details of Endorsements: | |

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| **Are There any Restrictions on you Taking up Employment in the UK?** | | |
|  | Yes: | No: |
| If Yes Please Provide Details: | |

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| **Education**  (Please Complete in Full and use a Separate Sheet if Necessary) | | |
|  | Name of School/College/University | Qualifications Gained |
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| **Employment History**  (Please Complete in Full and use a Separate Sheet if Necessary) | |
| **Most Recent / Current Employment** | Name of Employer: |
| Address:  Postcode: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason For Leaving: |
| Notice Period: |

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| **Employment History Continued**  (Please Complete in Full and use a Separate Sheet if Necessary) | |
| **Previous Employment (2)** | Name of Employer: |
| Address:  Postcode: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason For Leaving: |
| **Previous Employment (3)** | Name of Employer: |
| Address:  Postcode: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason For Leaving: |

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| **Previous Employment (4)** | Name of Employer: |
| Address:  Postcode: |
| Dates of Employment: |
| Job Title: |
| Duties: |
| Rate of Pay: |
| Reason For Leaving: |
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| **Employment Gaps** | If there are any gaps in your Previous Employment then please give dates and reasons for these below: |
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| **Other Employment:** | |
|  | Please note any employment that you would continue with if you were to be successful in obtaining the position: |
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| **Current Membership of Proffessional Bodies:** | |
|  | Please note any proffessional bodies that you are a member or registered with: |
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| **Leisure:** | |
|  | Please note here your Leisure Interests, Hobbies and Pastimes, etc: |
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| **References**  (Please note here Two persons from whom we may obtain both Character and Work References) | | |
| **Reference 1**  **(Employer)**  **(Most Recent Employer)** | Title: | |
| Forename(s): | |
| Surname: | |
| Address:  Post Code: | |
| Email Address: | |
| Contact No: | |
| Position Held: | |
| May we Approach the above Prior to Interview: | |
| Yes: | No: |

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| **Reference 2**  **(Character)**  **(Someone you Have Known Personally for Over 5 years, Who is Not a Family Member)** | Title: | |
| Forename(s): | |
| Surname: | |
| Address:  Postcode: | |
| Email Address: | |
| Contact No: | |
| Position Held: | |
| May we Approach the above Prior to Interview: | |
| Yes: | No: |

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| **Personal Statement** (Please Complete in Full and use a Separate Sheet if Necessary)  Please detail here your reasons for this application, your main achievements and the strengths that you would bring to the post. Specifically, please detail how your knowledge, skills and experiences meet the requiremts of this role. |
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| **Criminal Record** (Please Complete in Full and use a Separate Sheet if Necessary)  Please note any criminal convictions, except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependant upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclsure Scotland. |
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| **Data Protection** |
| 1. We are aware of our obligations ubder the data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this applicatiom form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. 3. Our privacy notice for job applicants gives you information on, amoungst other things, the data we will hold about you during the recruitment exercise and what we use it for. |

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| **Declaration**  (Please Read this Carefully Before Signing this Application) | | | |
| 1. I confirm that the information provided in this application is complete and correct and that any untrue or mislaeading infomration will give my employer the right to terminate any employment contract offered. 2. 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 the organisation reserves the right to require me to undergo a medical examination. 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certficate. 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

We, Rite Directions are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce of the categories listed. To use this information, we need your consent. Signing in the space below will indicate that you consent to your data being used for the purposes stated. You may withdraw your consent at any time by contacting HR.

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| **Position Applied for:** | **Date:** |
| **Print Name:** | **Signature:** |

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| **I would describe my sex as;** Male / Female / Prefer not to say: |
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| **Your Nationality:** |
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| **I would describe my ethnic group as;** White: English, Scottish, Welsh, Irish, Mixed: White / Black Caribean, White / Black African, White / Asian, Asian: Asian British, Asian English, Asian Scottish, Asian Welsh, Indian, Pakistani, Bangledeshi, Black: Black British, Black English, Black Scottish, Black Welsh, African, Caribean, Chinese: Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, Other Ethnicity (Please Specify): |
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| **To which Religious Group do you belong to, if any:** |
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