

# APPLICATION FOR EMPLOYMENT



[CONFIDENTIAL] [R-S-PID1]

Please complete this form using CAPITAL LETTERS. The information you provide is used to form the basis of your application, therefore please ensure you write clearly and legibly.

POST \_\_\_\_\_ LOCATION \_\_\_\_\_

## PERSONAL INFORMATION

Name	_____	Hours Sought	Full Time	<input type="checkbox"/>
Address	_____ _____ _____		Part Time	<input type="checkbox"/>
	_____		Hours Available	_____
Contact Details	Home _____	Vehicle Licences	Full	<input type="checkbox"/>
	Business _____		Provisional	<input type="checkbox"/>
	Mobile _____		None	<input type="checkbox"/>
	email _____			

## EMPLOYMENT HISTORY

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer [Name and address]	Dates Employed		Position and Key Responsibilities/Duties	Reason for Leaving
	From	To		

## EDUCATION, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Establishment Attended	Length of Attendance	Qualifications or Accreditations Attained

Do you have any unspent criminal convictions

Yes

No

Please list any criminal convictions and their dates in the space provided below. The information will be treated in confidence and only taken into account where, in the reasonable opinion of The Clinkard Group, the offence is relevant to the post to which you are applying. Failure to declare a conviction may result in termination of contract. Declaration of convictions is subject to the Rehabilitation of Offenders Act 1974.

## EQUAL OPPORTUNITIES DATA

The Clinkard Group operates a strict policy of equality of opportunity providing for an environment which is free of discrimination, harassment or victimization. No applicant or employee will be treated less favourably or disadvantaged as a result of sex, gender, marital status, sexual orientation, religion, disability, age, nationality or ethnicity.

Are there any adjustments that may be required should you be invited for interview?

Yes

No

*Please detail below*

## RECRUITMENT POLICY

It is the policy of The Clinkard Group to employ the best qualified personnel and provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, religion, ethnicity, sex, marital status, disability, sexual orientation or age.

## DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. The personal information you provide will also be used in a confidential manner to help us monitor our recruitment process. By signing the application form we assume you agree to the processing of personal data, in accordance with our registration with the data protection commissioner.

## DECLARATION

I authorise The Clinkard Group to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information. I also authorise for any record checks to be carried out as required.

I confirm that the information given in this document is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection OR, if employed, dismissal.

Name (Block capitals)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# EQUAL OPPORTUNITIES DATA [RA-S-PID2]

[CONFIDENTIAL]

The Clinkard Group operates a strict policy of equality of opportunity providing for an environment which is free of discrimination, harassment or victimization. No applicant or employee will be treated less favourably or disadvantaged as a result of sex, marital status, sexual orientation, religion, disability, age, nationality or ethnicity. To ensure the full implementation of this policy The Clinkard Group manages a rigorous monitoring process.

We would therefore ask you to complete the following questions noting that the details you provide do not form any part of the selection criteria and their completion is strictly optional. We have only asked for your name so that monitoring can take place both at the short listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately.

Thank you for your assistance in completing this form.

**NAME** \_\_\_\_\_

Date of Birth	_____	Marital Status	Single	<input type="checkbox"/>
Male	<input type="checkbox"/>		Married/Civil Partnership	<input type="checkbox"/>
Female	<input type="checkbox"/>		Widowed	<input type="checkbox"/>

Nationality \_\_\_\_\_ N.I. Number

Ethnic Origin	White – British	<input type="checkbox"/>	Black/Black British – Caribbean	<input type="checkbox"/>
	White – Irish	<input type="checkbox"/>	Black/Black British – African	<input type="checkbox"/>
	White – Other	<input type="checkbox"/>	Black/Black British – Other	<input type="checkbox"/>
	Mixed – White & Black Caribbean	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
	Mixed – White & Black African	<input type="checkbox"/>	Asian/Asian British – Pakistani	<input type="checkbox"/>
	Mixed – White & Asian	<input type="checkbox"/>	Asian/Asian British – Bangladeshi	<input type="checkbox"/>
	Mixed – White & Other	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do you consider yourself to have any disabilities? Please note below any assistance which you may require, or any adjustments necessary, at interview stage or in the workplace. Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please **state and detail** below exactly how you learnt about the post.

In-store advertising	<input type="checkbox"/>	_____
Local Press	<input type="checkbox"/>	_____
Website	<input type="checkbox"/>	_____
Job Centre	<input type="checkbox"/>	_____
Agency	<input type="checkbox"/>	_____
Personal Recommendation	<input type="checkbox"/>	_____

**SIGN** \_\_\_\_\_ **DATE** \_\_\_\_\_