

CONFIDENTIAL

JOB APPLICATION FORM

CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

1. Personal details

Last Name:		First Name(s):	
Address:			
Postcode:			
Home Telephone No.		Mobile No.	
E-mail address:			
National Insurance No.			

Do you hold a full, clean driving licence valid in the UK?	Yes / No <i>(delete as applicable)</i>
Type of license held? <i>(e.g. Provisional, Full, HGV)</i>	
Do you have your own car?	Yes / No <i>(delete as applicable)</i>

Interests, hobbies and sports

Please give details of your spare time interests and hobbies, including details of membership of bodies, committees, voluntary work and so on.

2. Education/Qualifications		
High Schools / Colleges	Courses / Exams	Qualifications Obtained
State any other achievements during education		
Further Education Details		
University / FE College	Courses / Exams	Qualifications Obtained

The information provided on this form will be used and stored in accordance with the Data Protection Act 2018.

3. Employment History

Previous employment in last 5 years (continue on a separate page if necessary):

Please include any previous experience (paid or unpaid), listing the most recent first.

Name of Current or Most Recent Employer:			
Address:			
			Postcode:
Position Held:			
Reason for Leaving:			
Date Started:		Leaving Date:	
Contact name:		Contact Number:	
Contact email:		Can we contact for a reference?	
Brief description of duties (continue on a separate sheet if necessary):			
Name of Previous Employer:			
Name of Current or Most Recent Employer:			
Address:			
			Postcode:
Position Held:			
Reason for Leaving:			
Date Started:		Leaving Date:	
Contact name:		Contact Number:	
Contact email:		Can we contact for a reference?	
Contact email:			

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Brief description of duties (continue on a separate sheet if necessary):

Name of previous Employer:

Address:

Postcode:

Position Held:

Reason for Leaving:

Date Started:

Leaving Date:

Contact name:

Contact Number:

Contact email:

Can we contact for a reference?

Brief description of duties (continue on a separate sheet if necessary):

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4. Equal Opportunities Monitoring

This section is solely for monitoring purposes.

We recognise and actively promote the benefits of a diverse workforce. We are committed to treating all employees with dignity and respect regardless of race, gender, age, sexual orientation, religion or belief.

We therefore welcome applications from all areas of the community.

We fully embrace the protected characteristics under the Equality Act 2010.

White

☐ British ☐ Irish ☐ Any other White background*

Mixed

☐ White & Black Caribbean ☐ White & Black Africa ☐ White & Asia ☐ Any other Mixed background*

Black & Black British

☐ Caribbean ☐ African ☐ Any other Black background*

Asian & Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background*

Chinese & other Ethnic groups

☐ Chinese ☐ Any other Ethnic background*

* Please specify:

Gender, Please specify:

Date of Birth:

Do you consider yourself to have a disability?

☐ Yes ☐ No

The Equality Act defines disability as 'A physical or mental impairment which has a long term adverse effect on their ability to carry out normal day-to-day activities'.

If you wish, you may disclose information about yourself in this section:

Religion or Belief:

Gender:

Sexual Orientation:

Equal Opportunities Statement

POL Recruitment Ltd is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy. Our policy reflects the Equality Act 2010.

POL Recruitment Ltd shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for

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temporary workers. POL Recruitment Ltd will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy

5.Criminal Convictions

Do you have any unspent* criminal convictions?

Yes / No (please delete as appropriate)

If yes, state convictions and dates

* Certain types of employment and professions are exempt from the Rehabilitation of Offenders Act 1974 and in those cases particularly where the employment is sought in relation to positions involving working with children or vulnerable adults, details for all criminal convictions must be given. The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of 24.7 Recruitment Services, the offence is relevant to the post to which you are applying. Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

Are you subject to any conditions relating to your employment in this country?

YES / NO

If yes, please use the space below to tell us what these are?

Declaration

Statement to be Signed by the Applicant

I agree that POL Recruitment Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 2018.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

.....**Date:**.....

Print Name:

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