

The Right HR solution for you ...

HRSolutions (GB) Limited



Solving YOUR HR and Payroll needs

Application of Employment

Tel: 01522 - 751999
 Email: applications@hrsolutionsgb.com

Application for the post of	
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Last Name	Title	First Name(s)
Previous Name (if applicable)		Nationality
Address		Telephone Number
		a) Home
		b) Work (if we may call you there)
		c) Mobile
Postcode	If the job details indicate that the use of a car is required, do you have	
Email	- a car available for work? YES/NO	
	- a current clean driving licence? YES/NO	
	- any previous motoring offences? YES/NO	

Do you have the right to work in the UK?	Yes / No (<i>Please delete</i>)
If appropriate, please state the expiry date of your right to work in the UK and/or your work permit.	Expiry Date:
Note: You will be required to provide evidence of your right to work in the UK if we make you an offer of employment.	

EDUCATION AND TRAINING

Secondary Education					
Name(s) of Secondary Schools	Dates		Qualifications achieved		
	From	To	Subject	Level/Grade	Date

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Further or Higher Education				
Place of Education	Dates		Subjects	Qualifications/Level achieved
	From	To		

Other Training (e.g. Management, In-Service Professional, etc)					
College/Institute or other name	Dates		Qualifications achieved		
	From	To	Subject	Level	Date

Membership of Professional Associations			
Professional Body	Status of Membership	Membership by exam? Yes/No	Since

EMPLOYMENT HISTORY (including any gaps in employment)

Present (or last) Employer Name and Address	Dates of Employment	Job Title	Grade/Gross Salary
Main Duties			
Notice required to terminate present appointment			

Previous Employer Name and Address	Dates of Employment	Place and Nature of Employment

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Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges? YES/NO
If yes please supply details
In answering this question you must give details of all previous convictions however long ago they were. The post you are applying for is subject to an enhanced disclosure and you must provide details of <u>all</u> convictions including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, including cautions, reprimands, warnings, investigations or prosecutions pending.
Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Referees If you are in employment, one of your referees must be your current employer. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer	
Name and Address of Referee from your current/last employer (must not be a relative or partner)	Name and Address of Second Referee (must not be a relative or partner)
Postcode Telephone email Status	Postcode Telephone email Status
References will be taken up after shortlisting and before interview. May we contact your past/present employer if you are shortlisted? YES/NO	

DETAILS OF YOUR EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS POST (Maximum 2 sides of A4 font size 12)

HOBBIES AND INTERESTS

CRIMINAL OFFENCES (please read this section carefully)

Even though you are required to disclose any unspent criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.

Do you have any unspent convictions, cautions, reprimands or warnings? YES/NO

If Yes please supply details

You are required to give details of **all** criminal convictions even if they are spent for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below.

Do you have any spent convictions, cautions, reprimands or warnings? YES/NO

If yes please supply details

Do you give permission for us to carry out a status check at www.gov.uk/dbs of your current DBS Certificate?

Yes / No ID number

Signature **Date**

In answering this question you must give details of all unspent convictions, cautions, reprimands and warnings however long ago they were.

The post you are applying for is subject to a DBS Disclosure.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

If the job you are applying for requires you to travel, please answer the following two questions.

1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points.

Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	Eligible to drive a minibus (category D1) <input type="checkbox"/>	Other <input type="checkbox"/>	None <input type="checkbox"/>
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Details of endorsements or penalty points.

2. Do you have regular access to a car?
 Yes No

If you do not have regular access to a car, can you provide alternative mobility?
 Yes No

Data Protection Act 1998 . we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.

Entitlement to work in the UK - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).

DECLARATION

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to the School Business Manager.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
5. If offered the post if I give any false information on this form it may lead to my dismissal

Signature

Date