

Treden Support Services Ltd Job Application Form

SECTION 1: PERSONAL DETAILS

First Name(s)			
Surname			
Date of Birth			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
NI Number			

CONTACT DETAILS

Mobile Number*		Landline	
Other Contact Number(s)			
Email*			
Position Applied for*			

Physical Address

Address Line 1		
Address Line 2		
City/Town		
County		
Post Code		

Next of Kin

Name	Relationship
Phone	Email
Address	

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How did you hear about this job?

Google	<input type="checkbox"/>	Other search engines	<input type="checkbox"/>	Company website	<input type="checkbox"/>
www.recruit-zone.com	<input type="checkbox"/>	www.indeed.co.uk	<input type="checkbox"/>	Other websites	<input type="checkbox"/>
Leaflet	<input type="checkbox"/>	Newspaper advert	<input type="checkbox"/>	Jobcentre	<input type="checkbox"/>
Refer a Friend	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Other (Please specify)					

SECTION 2: YOUR AVAILABILITY

It is really important to us that we know when you are available for work so, please do your best to ensure that the information you provide in this section is correct.

What is the earliest date you could start work with us?/...../.....			
Do you have the use of your own vehicle for work?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION 3: YOUR SKILLS & QUALIFICATIONS

Professional Qualifications				
Do you have an NVQ/QCF level 2 (or above)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have you completed Courses that are relevant to the position applied for	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>If you answered 'yes' to either of the above, you need to provide a certificate or other evidence of completion.</i>				
Please tell us about any other relevant formal qualifications you have achieved (including any Maths or English qualifications):				
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				

Relevant Skills and Experience

Have you completed any training, and hold a certificate for any of the following subjects? (If you do not have a certificate to validate your training, please do not tick yes).

Course	Tick Box	Training Provider	Date Trained
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

SECTION 5: YOUR REFERENCES

Please provide the details of **four** people that we can write to for a reference. The first of these people **must** be your current or most recent employer. The other referees will ideally also be your most recent previous employers.

If you cannot provide the details of four previous employers, you may substitute one or more of these with a referee who was a former tutor or teacher when you were in formal education.

If you cannot provide details of a teacher or tutor, we may accept a personal reference from a person of professional standing (e.g. a doctor, lawyer, accountant, recognised religious leader or teacher) who knows you, either professionally or personally.

1st Reference

Referee's name		Position	
Name of organisation			
Address and post code			
Phone		Email	
Dates of employment or study		to	
month	year	month	year

2nd Reference

Referee's name		Position	
Name of organisation			
Address and post code			
Phone		Email	
Dates of employment or study		to	
month	year	month	year

SECTION 6: CRIMINAL RECORD

Your appointment may depend on satisfactory completion of a criminal records disclosure (see policy statement below), but at this stage, we need you to answer the following questions truthfully and honestly:			
Have you received any convictions, cautions, reprimands, or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 210 1198)?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
To your knowledge, are you currently the subject of any criminal proceedings (for example, charged or summoned but not yet dealt with) or any police investigation?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you answered 'yes' to either of the two previous questions, please provide details:			

<p>.....</p> <p>.....</p> <p>.....</p>		
<p>Do you consent to our applying for an enhanced criminal records disclosure on you and to our retaining a copy of your disclosure certificate during the period of your employment or until a new disclosure is completed (whichever occurs first)?</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%; text-align: center;"><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>
Yes	<input type="checkbox"/>	

Note that if, once a criminal records disclosure has been completed, it is discovered that you have failed to accurately disclose the information requested above, the company reserves the right to terminate your employment without notice. Please be aware, however, that your having a criminal record will **not** necessarily mean we cannot employ you – if you would like to know more about our policy on the recruitment of ex-offenders, please ask.

Criminal records disclosures – our policy

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), we can only ask an individual about convictions and cautions that are not protected.

SECTION 7: SUITABILITY FOR THE JOB

Please read job description and answer the following questions.			
Have you read and understood the job description?	Yes	<input type="checkbox"/>	
<p>The position for which you are applying requires physical effort (including sitting, standing, carrying, walking, moving, and handling).</p> <p>Do you have any health conditions that would prevent you from meeting these intrinsic requirements for which the company might need to make reasonable adjustments? (If yes, please be aware that we may need to discuss these with you at your interview)</p>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you answered 'yes', please provide brief details:			
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

SECTION 8: PERMISSION TO WORK IN THE UK

Where you have a time limit on your right to work in the UK the Company will undertake repeat documents, or online checks, as and when required by law.

If you have a current or pending application or appeal you must:

- keep the Company up to date with any current or pending immigration application or appeal;
- provide the Company with copies of correspondence from the Home Office
- relating to applications or appeals such as acknowledgement letters or invitations for biometric scanning;
- provide the Company with a copy of your Biometric Residence Permit and Residence Card or other such document provided;
- inform the Company on a regular basis if your application or appeal is not completed.

The Company may also contact the Employer Checking Service regarding your immigration status.

During this process, you may be placed on a period of suspension, during which you are not permitted to work for the Company, pending production of evidence of your permission to remain in the UK. This period of suspension will be unpaid.

Are you permitted to work in the UK?											
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>								
Please select the type of work visa/permit you hold.											
Student	<input type="checkbox"/>	Work Permit	<input type="checkbox"/>	Indefinite Leave to Remain	<input type="checkbox"/>	British Citizen	<input type="checkbox"/>	Temporary Visa	<input type="checkbox"/>	Other	<input type="checkbox"/>
If 'Other' please provide details:											
.....											
.....											
.....											

SECTION 9: DECLARATIONS

Please read the following statements carefully. If there is anything you do not understand, **please ask before you sign at the bottom of the page.**

I, the job applicant named on the front of this form, confirm that the information I have given in this application is accurate and true to the best of my knowledge. I also understand and agree that:

- The company may make checks to verify the information I have provided.
- Providing misleading or false information in this form or at any other time during the application process may disqualify me from appointment or, if I have already been appointed, may result in my dismissal.
- The personal information I have provided in this form (and any other personal information that I or my referees may provide) is confidential and will be handled in line with the Data Protection Act 1998.
- The company will use the personal information I have provided to decide if I am suitable for the job, I have applied for.
- Until I am employed, the company will not use my personal information for any purpose other than monitoring its own recruitment processes and that if the company does use my personal information for statistical analysis, it will be anonymised.
- If my application is unsuccessful, the company will keep only basic information about me and destroy the rest.
- If my application is successful, my personal information will be used for legitimate purposes in relation to my work (my contract of employment, which I will sign before I start work, will include further detail on how my information may be used).
- The company may process my personal information for the purposes described above or as otherwise permitted or required by law in line with its registration with the Information Commissioner.
- Any offer of employment will depend on the receipt of satisfactory employment references and the satisfactory completion of a criminal records disclosure (see part six above).
- I will be liable for the cost of my initial criminal records disclosure but that the company will bear the cost of any future disclosures that need to be made.
- I will be required to complete a pre-employment induction training programme prior to my starting work with the company.
- My attendance on the induction training programme will not indicate any offer (on the part of the company) or acceptance (on my part) of employment and that the time I spend on the induction programme will therefore not count as working time for the purposes of calculating the company's compliance with National Minimum Wage regulations.
- I will be liable for the cost of my induction training (£85) and any uniform given to me (£15) if I leave the company's employment within six months and that this sum may be deducted from my wages.

Signed

Dated

...../...../.....

This page is for office use only.

**Application form
assessed by:**

Positions:

Based on the completed application form, is the applicant suitable to progress to a selection interview?

Yes

No

If 'no', please explain why:

.....

.....

.....

.....

.....

Additional Notes