

Application for Employment

Information will be treated in the strictest confidence. Knowingly withholding, falsifying or omitting relevant information at any stage of the selection process may lead to subsequent disciplinary action including dismissal.

Vacancy applied for	Where did you hear of the vacancy?
Dates when available for interview	Please indicate when you could take up the position

PERSONAL DETAILS

Surname	Forename(s)
Home address	
Post Code	
Home Tel No	Mobile Tel No
Do you require a work permit?	Do you have your own transport?
Do you hold a full current driving licence?	Please give details of any endorsements on your driving licence or any prosecutions pending

EDUCATION

Please state most recent qualifications first

University/College/School	Dates of attendance		Qualifications gained
	From	To	

TRAINING COURSES

Please give details of any other qualifications or training/vocational courses which are relevant to the post applied for			
Title/Subject	Dates of attendance		Qualifications gained/organising body
	From	To	
Membership of Professional Bodies		Languages (indicate fluency)	

Please indicate salary requirements £_____

EMPLOYMENT HISTORY

If you have a CV, please attach to the application form and complete the sections below that are not included on your CV. Please supply details of references where requested. We reserve the right to contact any or all of the people named. However, we will not do so without your permission or until a written offer of employment has been accepted.			
Name and address of employer and type of business	Dates		Position held and brief description of duties
	From	To	
Current Employer			
Referee Name and Position		Reason for Leaving	
Name and address of employer	Dates		Position held and brief description of duties
	From	To	
Previous Employer			
Referee Name and Position		Reason for Leaving	

EMPLOYMENT HISTORY (CONT)

Please continue on a separate sheet if necessary

Name and address of employer	Dates		Position held and brief description of duties	Reason for Leaving
	From	To		

ADDITIONAL INFORMATION

The information you provide in this section will be used in assessing your application. Please use this space to state your reasons for applying for the post, relating your skills, experience and personal qualities gained through work and education to the requirements of the job.



OTHER INFORMATION

Information you provide in this section is strictly confidential

Do you have any current convictions, which have not been spent under the Rehabilitation of Offenders Act 1974? (This does not include driving offences which have resulted in an endorsement to your licence)

If yes please give details below

Do you smoke? (The Company does not allow smoking on Company property)

If you are invited to attend an interview, does the Company need to make any special arrangements to facilitate the meeting?

ATTENDANCE AT WORK

Aitchison Raffety sees good attendance as vital to the success of the company

How many days were you absent due to illness during the last 12 months?

Please specify any serious accident/illness within the last 10 years or any other ongoing medical condition that may affect your ability to carry out the proposed job role

EQUAL OPPORTUNITIES

Aitchison Raffety recognises that discrimination is unacceptable and in order to help us to monitor this commitment, you are asked to complete the enclosed Equal Opportunities Monitoring Form. This information will not be used by those involved in selection and is for statistical purposes only. It will be separate from your job application and will be treated as confidential.

DECLARATION

I understand that the appointment will be subject to satisfactory references. I declare that the information on this form and any supporting documentation attached herewith is true and complete and I understand that any false information may render an offer of employment invalid and lead to termination of employment. I also understand that the information given will be processed and I hereby give consent under the Data Protection Act 1998.

Signature

Date

EQUAL OPPORTUNITIES MONITORING FORM

Aitchison Raffety recognises that discrimination is unacceptable and in order to help us to monitor this commitment, you are asked to complete this Equal Opportunities Monitoring Form. This information will not be used by those involved in selection and is for statistical purposes only. It will be separate from your job application and will be treated as confidential. For the purposes of compliance with the Data Protection Act 1998, you confirm that by completing this form you give consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

1.	Ethnic Origin	<p>a) White</p> <p style="margin-left: 20px;">British <input type="checkbox"/></p> <p style="margin-left: 20px;">Irish <input type="checkbox"/></p> <p style="margin-left: 20px;">Other _____</p> <p>b) Mixed</p> <p style="margin-left: 20px;">White and Black Caribbean <input type="checkbox"/></p> <p style="margin-left: 20px;">White and Black African <input type="checkbox"/></p> <p style="margin-left: 20px;">White and Asian <input type="checkbox"/></p> <p style="margin-left: 20px;">White and Black British <input type="checkbox"/></p> <p style="margin-left: 20px;">Other mixed background (please specify)</p> <p style="margin-left: 20px;">_____</p> <p>c) Asian</p> <p style="margin-left: 20px;">Indian <input type="checkbox"/></p> <p style="margin-left: 20px;">Pakistani <input type="checkbox"/></p> <p style="margin-left: 20px;">Bangladeshi <input type="checkbox"/></p> <p style="margin-left: 20px;">British <input type="checkbox"/></p> <p style="margin-left: 20px;">Other Asian background (please specify)</p> <p style="margin-left: 20px;">_____</p> <p>d) Black</p> <p style="margin-left: 20px;">Caribbean <input type="checkbox"/></p> <p style="margin-left: 20px;">African <input type="checkbox"/></p> <p style="margin-left: 20px;">British <input type="checkbox"/></p> <p style="margin-left: 20px;">Other black background (please specify)</p> <p style="margin-left: 20px;">_____</p> <p>e) Other ethnic groups</p> <p style="margin-left: 20px;">Chinese <input type="checkbox"/></p> <p style="margin-left: 20px;">Other ethnic group (please specify)</p> <p style="margin-left: 20px;">_____</p> <p>f) Prefer not to say <input type="checkbox"/></p>
2.	Gender	<p>Male <input type="checkbox"/></p> <p>Female <input type="checkbox"/></p>
3.	Sexual Orientation	<p>Heterosexual <input type="checkbox"/></p> <p>Homosexual (gay or lesbian) <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p> <p>Bisexual <input type="checkbox"/></p> <p>Transsexual <input type="checkbox"/></p>
4.	Marital Status	<p>Married <input type="checkbox"/></p> <p>Widowed <input type="checkbox"/></p> <p>Single <input type="checkbox"/></p> <p>Divorced <input type="checkbox"/></p> <p>Separated <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>
5.	Date of Birth	
6.	Disabilities	<p>Physical disability <input type="checkbox"/></p> <p>Mental disability <input type="checkbox"/></p> <p>None <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>
7.	Religion	<p>Christian <input type="checkbox"/></p> <p>Jewish <input type="checkbox"/></p> <p>Sikh <input type="checkbox"/></p> <p>Muslim <input type="checkbox"/></p> <p>Other religion (please specify) _____</p> <p>Buddhist <input type="checkbox"/></p> <p>Hindu <input type="checkbox"/></p> <p>Rastafarian <input type="checkbox"/></p> <p>None <input type="checkbox"/></p> <p>Prefer not to say <input type="checkbox"/></p>

Signed: _____

Date: _____