

The Beeches UK Ltd

Application Form

Post applied for:		
Full-time: YES/ NO <i>Please delete non-applicable</i>	Part-time: YES/ NO	Bank: YES/ NO
Applicants name:		

PERSONAL INFORMATION	
Title:	Last name:
Forenames:	Known as:
Previous name (if applicable):	
National Insurance number:	
Address:	
Post code:	
Home telephone number:	
Work telephone number:	
Mobile telephone number:	
E- mail address:	
Do you have a current full UK/ European licence?	
Do you have any driving convictions? If so what are they:	
Do you have a car available for use at work? (must have current MOT and Business use insurance cover)	

HEALTH

Is there anything regarding your current fitness or general health which may prevent you from carrying out any of the duties of the position that you have applied for. If so please write the details here:

Have you been made subject to any order under any section of the Mental Health Act? If so please write the details here:

How many days in the last two years have you been unavailable for work due to sickness?

Are you a smoker or non-smoker?

I have answered the above questions to the best of my knowledge and understanding. I hereby certify that I am in good physical and mental health.

Sign:

Print name:

Date:

ASYLUM AND IMMIGRATION ACT 1996

Under section 8 of the above Act, it is a criminal offence to employ anyone who does not have permission to work in the UK. All applicants who are invited to interview will be required to provide documentary evidence of their right to work in the UK. All applicants who are subject to immigration control will be verified via the Home Office.

Are you subject to any legal restrictions in respect of your employment in the UK? If yes please state what the restrictions are:

Do you hold EEC Nationality?

REFERENCES

Please provide the following information on your referees. This MUST be your current and previous employer wherever possible. Referees should not be relatives or other family members. Please ensure your referee is aware that they may be asked to provide a reference if you are short listed for interview.

Employment reference. Current or last employer:**Job title:****Title:****Initials:****Surname:****Full address of referee inc post code:****E-Mail address:****Telephone number inc area code:****Ext:****Fax number:****Employment reference. Second employer:****Job title:****Title:****Initials:****Surname:****Full address of referee inc post code:****E-Mail address:****Telephone number inc area code:****Ext:****Fax number:**

EMPLOYMENT HISTORY

Please list in order (the most recent first) the organizations that you have worked for. Stating full time/ part time/ voluntary or unpaid work. Please include periods of unemployment and explain circumstances.

Previous employers name/ address inc of post code:

Dates of employment: From:

To:

Job title:

Reasons for leaving:

Salary: £

Brief outline of duties:

Previous employers name/ address inc of post code:

Dates of employment: From:

To:

Job title:

Reasons for leaving:

Salary: £

Brief outline of duties:

Previous employers name/ address inc of post code:	
Dates of employment: From:	To:
Job title:	
Reasons for leaving:	Salary: £
Brief outline of duties:	

Previous employers name/ address inc of post code:	
Dates of employment: From:	To:
Job title:	
Reasons for leaving:	Salary: £
Brief outline of duties:	

Previous employers name/ address inc of post code:	
Dates of employment: From:	To:
Job title:	
Reasons for leaving:	Salary: £
Brief outline of duties:	

<p>PERSONAL STATEMENT</p> <p>You should use this opportunity to demonstrate how you feel you meet the criteria that is stated in the job specification relating to the post that you have applied for. Please remember the quality of your response to this section will determine whether or not you are short listed for an interview.</p> <p>You should describe your abilities, skills, knowledge, qualifications and experience gained from your paid/ voluntary/ studies and hobbies. Your personal statement should be hand written in black ink.</p> <p>Please use the supplied sheet to write your personal statement if you need to use more paper please do so but clearly mark your paper/s with your name.</p>
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<p>PERSONAL STATEMENT</p>

PERSONAL STATEMENT

EDUCATION AND QUALIFICATIONS

Please give details of schools attended and any qualification/s achieved. Please use additional sheet/s if necessary.

School/s attended	Date/s attended (to and from)	Subject/s	Grade/s achieved

FURTHER AND HIGHER EDUCATION/ TRAINING AND DEVELOPMENT

Please give details of any further / higher education - colleges/ universities attended and any qualifications obtained. Please also give details of further training taken – ie. First Aid, Moving and Handling etc. Please use additional sheet/s if necessary.

College/ University/ training provider	Date/s attended (to and from)	Subject/s	Qualification/ s- Grade/s achieved

EQUALITY OF OPPORTUNITY - MONITORING INFORMATION

Ethnic origin: please tick one box that best describes your ethnic origin.

Asian or Asian British		Black or Black British	
Bangladeshi		African	
Indian		Caribbean	
Kashmiri		Any other Black background	
Pakistani		Mixed Origin	
Any other Asian background		White and Asian	
White		White and Black African	
British/ English/ Scottish/ Welsh		White and Black Caribbean	
Irish		Any other mixed background	
Italian		Other Ethnic Group	
Portuguese		Chinese	
Traveller		Vietnamese	
Any other White background		Any other background	

AGE GROUP: please tick one box that fits your age group.

22- 24 yrs		45 - 54 yrs	
25 - 34 yrs		55 - 64 yrs	
35 - 44 yrs		65+	

GENDER: please tick one box that is appropriate to your gender.

MALE		FEMALE	
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DISABILITY DISCRIMINATION ACT 1995

The Beeches UK Ltd aims to recruit and provide equal opportunities for disabled people who meet the requirements of the role applied for.

Do you consider yourself to have a disability?

ADVERTISING

Please tell us where you saw the advert for the posts available.

DECLARATION OF CRIMINAL OFFENCES

Because of the nature of our work for which you are applying, this post is exempt from the provision of the act, section 4 (2) of the Rehabilitation of Offenders Act 1974 (exemptions order 1975). Applicants are therefore not entitled to withhold information about convictions, which for other purposes are considered 'spent' and, in the event of employment, any failure to disclose such convictions will result in withdrawal of the offer of employment or dismissal.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and the background of your offences. Any information will be treated confidentially. Please use additional sheet/s if necessary.

Have you ever been cautioned, court martialled or have criminal convictions, whether as a juvenile or an adult?

Do you have any criminal matters outstanding?

All staff are required to complete a Disclosure and Barring Service Application Form (DBS) and this check will include the Protection of Children Act list (POCA). If you are successful at interview you will not be able to commence work at The Beeches UK Ltd until that form has come back satisfactorily.

DATA PROTECTION ACT

Under the Data Protection Act 1998, The Beeches UK Ltd reserves the right to collect, store and process personal data about applicants in so far as it is relevant to an application for employment. Application details will remain on file for six months and then be shredded. This includes processing sensitive data for the purposes of monitoring The Beeches equality and diversity policy.

All personal information held by The Beeches UK Ltd will be processed in accordance with the eight principles of the Data Protection Act.

Sign:

Date: