

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT



Position applied for.....Full / Part Time

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Confidential Personal History

Title: _____ Surname: _____ Forenames: _____

Age: _____ Date of Birth: _____ Nationality: _____

Address: _____

Postcode: _____

Home Tel: _____ Work Tel: _____

Mobile Tel: _____ Email: _____

National Insurance Number: _____ Passport Number: _____

How long have you held a Full Car Licence: _____ Work Permit: Yes/No

Do you hold a current PCV Licence? Yes/No Driving Licence No. _____

Education

Schools From To Examinations & Results

College From To Examinations & Results

Further Education &
Vocational Training

From

To

Courses & Results

I T Training

From

To

Courses & Results

Have you any skills, experience or qualifications which you feel would especially suit the job you are applying for

Please list three reasons why this job appeals to you.

1)
2)
3)

Please give details of any pastimes, hobbies, sports etc.

Present/Last Employer

Address:

Tel: Postcode

Reason for Leaving:

Employer:

Address:

Tel: Postcode

From To

Reason for Leaving:

We will need to contact your present employers & any previous employers that we deem may relate to the position applied for
If you would prefer us not to contact any of the above please provide details why on a separate sheet sealed in an envelope. This will only be opened in the event that you are short listed for interview.
Please be aware that we will require references prior to interview.

Personal References

Please give details of two people (not relatives) who we can approach for references.

Name:

Occupation:

Address:

Telephone:

Name:

Occupation:

Address:

Telephone:

Court Convictions

Have you been convicted of any offence (including motoring) during the past 5 years? If so, please provide relevant details. Please provide details of convictions and cautions on the self declaration form and seal it in the envelope provided. Some positions may require an Enhanced CRB and registration with ISA under the Safeguarding of Vulnerable Groups Act 2006.

Restrictions

If you are aware of any restrictions from previous or current employment that may prevent you working for us please provide details of any relevant contractual provisions (a copy of the contract clause would be beneficial)

Entitlement to Work in the UK

Are you a UK national **YES / NO**
If yes please ensure that you have your passport for verification purposes at interview. If no please provide details of relevant entitlement to work - EU identity card, Work Permit, Workers Registration for relevant EU citizens
This information is required under the Immigration, Asylum and Nationality Act 2006

Disability/Health Conditions

The Bowen Travel Group positively encourages people with disabilities to apply for posts. The business is committed to interviewing all applicants with a disability who are able to meet the essential criteria for any job vacancy and consider them on their abilities.

The Equality Act 2010 defines a disability as a person who has a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day to day activities.

I consider myself to be Disabled Non Disabled (Please put a line through the one that is **not** applicable)

If disabled what is the nature of the disability.

Would you anticipate any adjustments/assistance to enable you to attend an interview?

Data Protection Act

Information on this form may be held on computer or in a paper filing system. Strict confidentiality will be observed and disclosures will only be made for payroll and administration purposes.

Other Personal Information

(This information is used purely for monitoring & statistical purposes)

Ethnic Origin

Please circle accordingly

White - British; White - Irish; White - Other;

Asian or Asian British - Bangladeshi; Asian or Asian British - Indian; Asian or Asian British - Pakistani

Asian or Asian British - Any other Asian background;

Black or Black British - African; Black or Black British - Caribbean;

Black or Black British - any other Black background; Chinese; Mixed - White and Asian;

Mixed - White and Black African; Mixed White and Black Caribbean;

Mixed - any other Mixed background;

Any other;

Prefer not to state

I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have a bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.

I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature _____ Date: _____

When would you be able to start work? _____

Form Rev. 07-03-11