

|  |  |  |
| --- | --- | --- |
| HRUse | Application Reference | GRAD2022 |
| Date Received |  |

Application for Employment

**Job Details**

Job Applied for: Click or tap here to enter text. Closing Date: Click or tap here to enter text.

Where did you find out about this job? (e.g. website, recruitment agency, friend, employee etc.)
Click or tap here to enter text.

**Personal Details**

Title: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  Please specify Click or tap here to enter text.

First Name: Click or tap here to enter text. Surname: Click or tap here to enter text.
Address: Click or tap here to enter text. Former Name: Click or tap here to enter text.
Click or tap here to enter text. Date of Birth: Click or tap to enter a date.
Click or tap here to enter text. Home Phone: Click or tap here to enter text.
Click or tap here to enter text. Mobile Phone: Click or tap here to enter text.
Postcode: Click or tap here to enter text. Email Address: Click or tap here to enter text.

National Insurance Number: Click or tap here to enter text.

**Eligibility to work in the UK**

Do you require a work permit for this employment: Yes [ ]  No [ ]

If yes, please provide details: Click or tap here to enter text.

**Further Information**

Do you have a current driving licence: Yes [ ]  No [ ]

\*Do you consider yourself to be disabled: Yes [ ]  No [ ]
(\*We require this information as all disabled applicants who meet the essential short listing criteria are guaranteed an interview)

**Education and Training** (Please use extra sheets if you need to)
(All relevant certificates will be examined at interview)

1. **Schools**

|  |  |  |
| --- | --- | --- |
| Name of School | Qualification | Date |
| **Subject** | **Grade** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

1. **Further/Higher Education**

|  |  |  |
| --- | --- | --- |
| Name of College / University / Awarding Body | Qualification | Date of Award |
| **Subject** | **Degree / Certificate (if degree, state Hons, Class or Pass)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

1. **Relevant Professional Development** e.g. Courses, Programmes (other than those identified above)

|  |  |  |
| --- | --- | --- |
| Title | Length and date of course | Qualification (if appropriate) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

**Employment History** (Please use extra sheets if you need to)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods of unemployment

**Current Employer**

Name: Click or tap here to enter text. Brief Description of Duties:

Address: Click or tap here to enter text. Click or tap here to enter text.

Date From: Click or tap to enter a date. Date To: Click or tap to enter a date.

Position Held: Click or tap here to enter text.

Salary Details: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

**Previous Employer**

Name: Click or tap here to enter text. Brief Description of Duties:

Address: Click or tap here to enter text. Click or tap here to enter text.

Date From: Click or tap to enter a date. Date To: Click or tap to enter a date.

Position Held: Click or tap here to enter text.

Salary Details: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

**Previous Employer**

Name: Click or tap here to enter text. Brief Description of Duties:

Address: Click or tap here to enter text. Click or tap here to enter text.

Date From: Click or tap to enter a date. Date To: Click or tap to enter a date.

Position Held: Click or tap here to enter text.

Salary Details: Click or tap here to enter text.

Reason for Leaving: Click or tap here to enter text.

**Other Relevant Work** (Please use extra sheets if you need to)Include work experience, voluntary or unpaid work. College/School leavers may use this section to provide details of hobbies and interests.

Click or tap here to enter text.

**References**

**Referee 3**

Name: Click or tap here to enter text.
Position: Click or tap here to enter text.
Address: Click or tap here to enter text.
Telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.

Type of reference (please indicate) Employer [ ]  Personal [ ]  Academic [ ]

**Referee 2**

Name: Click or tap here to enter text.
Position: Click or tap here to enter text.
Address: Click or tap here to enter text.
Telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.

Type of reference (please indicate) Employer [ ]  Personal [ ]  Academic [ ]

**Referee 1**

Name: Click or tap here to enter text.
Position: Click or tap here to enter text.
Address: Click or tap here to enter text.
Telephone: Click or tap here to enter text.
Email: Click or tap here to enter text.

Type of reference (please indicate) Employer [ ]  Personal [ ]  Academic [ ]

**Information in Support of Application**

Please detail here your relevant experience, skills and abilities; demonstrating how you meet the criteria detailed on the person specification. Please continue on a separate sheet(s) if necessary, ensuring you place your name and the post title on each sheet.
CV’s may be attached in support but should not substitute the information requested here.

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in termination of the contract offered or disciplinary action including dismissal.

Allotts reserves the right to verify any of the data supplied in your application.

Your signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Please email this completed form to recruitment@allotts.co.uk

Alternatively please return to:

HR Recruitment
Kingswood Allotts Limited
Sidings Court
Lakeside
Doncaster
DN4 5NU

**Equal Opportunities Monitoring Form**

We are an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

**Age**

☐ Prefer not to say
[ ]  School age
[ ]  Over school age – 17
[ ]  18-24
[ ]  25-34
[ ]  35-44
[ ]  45-54
[ ]  55-64
[ ]  65-74
[ ]  75+

**Disability**
Do you have a disability?

[ ]  Prefer not to say
[ ]  Yes
[ ]  No

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean that the condition is likely to last longer than 12 months, or is likely to recur.

**Ethnicity**

[ ]  Prefer not to say

Asian or Asian British

[ ]  Bangladeshi
[ ]  Indian
[ ]  Pakistani
[ ]  Other Asian background
(Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Black or Black British

[ ]  African
[ ]  Caribbean
[ ]  Other Black background
(Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Chinese and other groups

[ ]  Chinese
[ ]  Other ethnic group
(Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Mixed Race

[ ]  White and Asian
[ ]  White and Black African
[ ]  White and Caribbean
[ ]  Other Mixed background
(Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

White

[ ]  British
[ ]  Irish
[ ]  Other White background
(Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Religion or Belief**

[ ]  Prefer not to say
[ ]  Buddhist
[ ]  Christian
[ ]  Hindu
[ ]  Jewish
[ ]  Muslim
[ ]  Sikh
[ ]  Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_)
[ ]  No religion

**Gender**

[ ]  Prefer not to say
[ ]  Male
[ ]  Female
 **Sexual Orientation**

[ ]  Prefer not to say
[ ]  Lesbian
[ ]  Gay man
[ ]  Bisexual
[ ]  Heterosexual / straight

**Data protection statement**

The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at https://www.allotts.co.uk/gdpr-privacy-notice.html

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the HR Department.

Signature:

Date: