



APPLICATION FOR EMPLOYMENT

Confidential Record

All applicants who meet the requirements advertised will be given fair and equal consideration. This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

APPLICATION DETAILS			
POSITION APPLIED FOR			
DATE OF APPLICATION			
WHERE DID YOU SEE THE POSITION ADVERTISED?			
PERSONAL DETAILS			
Surname		First Names	
Current Address 			
Telephone No.		Mobile No.	
E-mail Address			

*Delete as appropriate

Nationality			
Do you have right to work in the UK? – supporting documentation will be requested at interview. Originals will only be accepted.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you are not an EU national does any endorsement on your passport restrict your time or employment in the UK or do you need a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes please give <u>full</u> details:			
Preferred work arrangements:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	
Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any Holiday Booked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	From – To (Dates)
Have you worked for us before? If yes please tell us the role and dates.			



CRIMINAL CONVICTIONS

A relevant check with the Disclosure and Barring Service is required for this post. The disclosure may reveal convictions regarded as “spent”. Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974? You must include details of all convictions we are legally entitled to know about. You must include any relevant youth offences, military offences and police cautions or warnings.

By signing this form you are providing your approval for an appropriate DBS check to be conducted. We require this at appointment and may do so periodically thereafter.

Yes No If yes please provide FULL details

SECONDARY/HIGHER EDUCATION & QUALIFICATIONS (starting with most recent)

FROM – TO <i>(Month/Year)</i>	INSTITUTION <i>(Name & Address)</i>	ANY QUALIFICATION(S) GAINED RESULTS <i>(Achieved/Expected)</i>

Health - Any offer of employment will be conditional on confirmation of your medical suitability for employment. Are you in good health?

Yes No

If NO please provide details:

Disabilities

If selected for interview, do you require any special arrangements to be made because of a disability?

If “yes”, please give brief details below of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

Yes No

Number of days sickness absence in last two years_____ on how many occasions_____:



EMPLOYMENT EXPERIENCE (starting with most recent) FOR THE LAST TEN YEARS

Company:	Telephone No:
Address:	Job Title and brief description of duties:
Nature of business:	
Employed from: __/__/__ to __/__/__	Notice period:
Reasons for leaving:	
Referee: Name / Contact Details and position (<i>this will not be taken up without your express permission</i>)	

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CONTINUE ON A SEPARATE SHEET FOR OTHER EMPLOYERS



RELEVANT EMPLOYMENT EXPERIENCE

(Use the space below to provide us with details of any previous relevant work experience you have had). Continue on a separate sheet as required.

PERSONAL INTERESTS & ACHIEVEMENTS *(Use the space below to list any spare time activities)*

WHAT ATTRACTS YOU TO WORKING WITH CK GROUP?

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY?

WHEN WOULD YOU BE AVAILABLE TO START?



DECLARATION

I authorise the Company to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal.

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the General Data Protection Regulation (EU Regulation 2016/679) (the GDPR) and will be processed solely in connection with recruitment.

By signing this declaration, you are giving us your express consent to retain and process this information in accordance with the General Data Protection Regulation (EU Regulation 2016/679) (the GDPR).

I understand and consent to the authenticity or content of any documentation provided by me in respect of this application being verified by the company by reference to the UK Border Agency or relevant authority prior to commencement of my employment or at any time during my employment.

I authorise the Company to conduct a search through the Disclosure and Barring Service where this may be required by the operators of any site on which I may be employed or to check the information given above concerning any "spent" convictions.

The Company is committed to accepting diversity amongst our employees and eliminating any form of discrimination. Our aim is that our employees feel respected and able to fulfil their potential and that employees are respectful to each other at all times. We will aim to treat all applicants and employees fairly. Selection for employment, promotion, training, pay and benefits will be solely on the basis of aptitude and ability. All employees will be given equal opportunity to progress and develop within the company and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

The Policy aims to ensure that the provisions of all diversity and equalities legislation are met in full, in particular the Equality Act 2010.

Applicant's Signature:

Date:

Full Name:

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