

HUMAN RESOURCES MANAGEMENT SYSTEM

EMPLOYMENT APPLICATION FORM

We will keep the information you provide on this application form private and confidential, and we will only use it for the purpose of recruiting and selecting new members of staff. If your application is successful, we may use this information from time to time for personnel administration and business management purposes.

Where this is the case, the information will be processed in line with the Data Protection Acts 1984 and 1998. We may also contact other organisations to check the information that you have given us. By signing this form, you will be giving us your permission to use your information in these ways.

We try to give all candidates the best opportunity to present their qualities, skills and abilities through our recruitment and selection procedure.

Position applied for

Personal details

Title (Mr, Mrs, Miss, Ms)

Surname

First name or names

Any other name you are known by

Address with postcode

E-mail

Mobile

Daytime phone number

Home phone number

How would you prefer us to contact you?

Please tell us any dates you are not available for interview.

Are you currently eligible for employment in the UK?

Yes

No

Please list the documents you can provide to show that you are eligible to work in the UK.

For example, your British passport, European Economic Area identity card, full birth certificate or travel document showing you are eligible to live and work in the UK. Please bring two of these documents with you to your interview.

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Do you have any criminal convictions that are 'unspent'? Yes No

In accordance with the Rehabilitation of Offenders Act 1974 you need not declare any convictions that are considered 'spent'. Please give details of unspent criminal convictions below.

Do you have an armed service or public duties commitment (for example, are you a Justice of the Peace, councillor or magistrate)? Yes No

If 'Yes', please give details below.

Equal Opportunities

We have a policy of equal opportunity for employment and development, and will not discriminate against anyone because of their disability. Under the Disability Discrimination Act (DDA) 1995, a person has a disability if he or she 'has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. Under the act, organisations must make 'reasonable adjustments' for employees with a disability.

If you need more guidance, please visit www.disability.gov.uk or www.drc-gb.org or contact the Disability Rights Commission.

We welcome applications from disabled candidates and will do everything we can to make sure the selection process is fair.

Do you suffer from a recognised disability as outlined in the Disability Discrimination Act (DDA) 1995?

Yes No

If 'Yes', please say what your disability is.

Please describe below any reasonable adjustments, which you feel we should make to the recruitment process to help you apply for the job?

Please describe below any reasonable adjustments, which you may feel we should make to the job itself, which would help you to carry out the job duties.

If we offer you an interview, you should tell the Human Resources Team Administrator about any specific needs you may have, so they can make any reasonable adjustments.

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Diversity monitoring

We value the diversity (differences) of our entire staff. We are committed to promoting equality and diversity for everyone and making sure that no person receives less favourable treatment because of their sex, race, religion or belief, disability, sexuality, age or any other differences that cannot be shown to be justified.

In order to monitor this, please fill in this section of the application form. We will treat the information you provide in confidence and will not use it for any purpose other than monitoring.

This part of the application does not form any part of the recruitment process. A member of the Human Resources Team who is not involved in the selection process will remove it from the rest of the application when we receive it.

We will record and process the information you provide in line with Data Protection Act 1984 & 1998.

Age in years:

Sex: Female Male

On 2 December 2003, the Employment Equality (sexual orientation) Regulations came into force. These prevent discrimination in employment because of a person's sexuality. We have an equality and diversity policy for employment and development, and will not discriminate against anyone for any reason, including their sexuality.

To help us monitor this policy, and for that purpose only, please provide details of your sexuality.

Sexuality

- Bisexual
- Gay or lesbian
- Heterosexual
- Transgender man (Transgender means a person who is living as
- Transgender woman the sex opposite to the one they were born)
- Prefer not to say

Religious belief

On 2 December 2003, the Employment Equality (Religion and Belief) Regulations came into force. These prevent discrimination in employment because of a person's religion or belief.

We have an equality and diversity policy for employment and development, and will not discriminate against anyone for any reason, including their religion or belief.

To help us monitor this policy, and for that purpose only, please provide details of your religion or belief.

Which of the following statements best describes you? (Please tick one box only.)

- | | | | |
|---------------|--------------------------|----------|--------------------------|
| Agnostic | <input type="checkbox"/> | Atheist | <input type="checkbox"/> |
| Baha' i faith | <input type="checkbox"/> | Buddhism | <input type="checkbox"/> |
| Christianity | <input type="checkbox"/> | Hinduism | <input type="checkbox"/> |
| Islam | <input type="checkbox"/> | Jainism | <input type="checkbox"/> |

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- | | | | |
|-------------------|--------------------------|---------|--------------------------|
| Judaism | <input type="checkbox"/> | Sikhism | <input type="checkbox"/> |
| Zoroastrianism | <input type="checkbox"/> | None | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | |
- Other philosophical belief/religion – please give details

Ethnic origin

We have an equality and diversity policy for employment and development, and will not discriminate against anyone for any reason, including their ethnic origin.

To help us monitor this policy, and for that purpose only, please provide details of your ethnic origin. The categories below are based on the broad categories used in the 2001 Census, as recommended by the Commission of Racial Equality (CRE).

Which ethnic group do you most identify with? (Please tick one box only.)

White

- British
- English
- Irish
- Scottish
- Welsh
- Other white background
- Please give details.

Asian

- Bangladeshi
- Indian
- Pakistani
- Other Asian background
- Please give details.

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background
- Please give details.

Chinese

- Chinese
- Other Chinese background
- Please give details.

Black

- African
- Caribbean
- Other black background
- Please give details.

Thank you

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You may use extra sheets if you need more space. Please make sure that the **job title** and **reference number** of the post which you are applying for are on the top of any extra sheets. **Please do not put your name** on any extra sheets.

Education and training

Summary of your qualifications

Further and higher education

Courses and qualifications gained

HUMAN RESOURCES MANAGEMENT SYSTEM**Membership of professional organisations**

Name of professional organisation	Grade of membership

Job-related training

Please give details of any long or short courses you have been on, qualifications or awards you have gained or continuous professional development which would support your application.

HUMAN RESOURCES MANAGEMENT SYSTEM**Employment history****Current or previous employer**

Name	<input type="text"/>
Address with postcode	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Nature of business	<input type="text"/>
Job title	<input type="text"/>
Date you joined the organisation	<input type="text"/>
Date you started your current position	<input type="text"/>
Notice period required	<input type="text"/>
Current salary or salary when you left	<input type="text"/>

Main tasks and areas of responsibility

Please provide brief details about your work. Include details of your responsibilities and achievements. (Continue on a separate sheet of paper, if necessary.)

Please attach a copy of your current job description if available.

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If you are no longer employed, please give your reasons for leaving.

Employment history (continued)

Please give details of your **relevant** employment history, starting with your most recent job first, and any other relevant positions you have held.

Employer's name	Type of business	Job title	Reason for leaving

HUMAN RESOURCES MANAGEMENT SYSTEM**Skills and abilities**

We do not focus purely on the academic qualifications of candidates, but consider job knowledge, skills, abilities and personal qualities that a person has gained in both their present and previous positions, voluntary work, work experience and holiday work to be equally important. When filling in this section of the application form please provide evidence of the skills, knowledge and experience you have gained in relation to the post you are applying for. Please pay particular attention to the 'recruitment specification list' on the job description.

References

All appointments depend on us receiving satisfactory references. Please provide details of two referees who we can contact. Your current or previous employer should be one. If you have just left school or college, please include an academic reference.

Name

Address

Job title

Nature of your relationship

Phone

Fax

E-mail

Name

Address

Job title

Nature of your relationship

Phone

Fax

E-mail

(We will only contact referees with your agreement.)

Personal declaration

I confirm that, as far as I know, all the details I have given are complete and true. I understand that if I give any false or misleading information, or do not give you any significant information, you may dismiss me if you have already given me the job.

I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK, medical clearance and sight of original certificates, as detailed in my application.

Signature

Date

Once you have filled in this application form you should return it by post or e-mail to:

Human Resources Team
133 Scudamore Road
Braunstone Industrial Estate
Leicester
LE3 1UQ

E-mail: jmcfarlane@otmltd.com
Phone: 0116 232 7500