

**21 Pullman Court**

**Mallard Way**

**Derby**

**DE24 8GX**

**Phone: 01332 366337**

**Fax: 01332 366770**

**Email: admin@bluemountain-homes.co.uk**

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

**(**We operate **SAFER RECRUITMENT**

Please complete ALL SECTIONS in **BLACK INK** or type using CAPITAL LETTERS below**)**

|  |  |
| --- | --- |
| Position Applied for: |  |

(1) Personal Details

Mr/Mrs//Ms/Miss

|  |  |
| --- | --- |
| Surname: |  |
| Forename: |  |
| Maiden Name: |  |

Please include any other names by which you have been known since the age of 18:

|  |  |
| --- | --- |
| (FULL NAME) |  |

|  |  |
| --- | --- |
| Current address: |  |

Have you changed you address in the last five years? If yes, please give details (please continue on a separate sheet if needed).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From |  | To |  | Address details |  |
| From |  | To |  | Address details |  |
| From |  | To |  | Address details |  |

|  |  |  |
| --- | --- | --- |
| Home phone: |  |  |
| Mobile phone: |  |  |
| Email address: |  |  |
| D.O.B |  |  |
| National insurance number: |  | |

|  |  |
| --- | --- |
| Health (Describe your general state of health) |  |

(2) Driver details

|  |  |  |
| --- | --- | --- |
| Do you own a car? | Yes | No |
| Have a current driving licence? | Yes | No |
| Any current endorsements? | (Please provide details) | |

Type of licence

|  |  |  |
| --- | --- | --- |
| Automatic | Yes | No |
| Manual | Yes | No |
| Provision | Yes | No |
| Full | Yes | No |
| Other (e.g. Motorcycle) |  | |

(3) Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary Education | Date  From To | | Examination  (Subjects) | Results |
|  |  |  |  |  |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| Further Education  College/ University | Date  From To | | Examination  (Subjects) | Results |
|  |  |  |  |  |
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(5) Any other training

|  |  |
| --- | --- |
| Date | Type/ Details |
|  |  |
|  |  |

(6) Occupational qualification/ institute membership

|  |  |  |  |
| --- | --- | --- | --- |
| College / Institute  Or other name | Date  From To | Qualification / Level | Registration / membership number and expiry date |
|  |  |  |  |
|  |  |  |  |

(7) Previous employment

**PLEASE INCLUDE DETAILS OF ALL YOUR EMPLOYMENT SINCE LEAVING FULL TIME EDUCATION – WITH YOUR MOST RECENT EMPLOYMENT FIRST AND USE THE SPACES BELOW TO GIVE DETAILS OF OTHER EMPLOYMENT, WORKING BACKWARDS FROM THE MOST RECENT.**

Where there are gaps in employment please stipulate the reason for this.

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

(8) Community / Volunteer experience

|  |  |  |  |
| --- | --- | --- | --- |
| Present/Previous employer | |  | |
| Type of business | |  | |
| Address | |  | |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities | |  | |
| Reason for Leaving | |  | |

(9) Interests/ hobbies

|  |
| --- |
|  |

(10) Have you ever been convicted of a criminal offence YES/ NO

|  |
| --- |
| Rehabilitation of Offenders Act 1974. Because of the nature of the work for which you are applying, this post is exempt from the provision of the above Act. Applicants are therefore not entitled to withhold information about convictions, which for other purposes would be regarded as “spent”, and in the event of employment any failure to disclose information about convictions will result in dismissal. If you have been convicted of a criminal offence, please give details including all relevant dates. (Information given will be treated in the strictest confidence |
|  |

(11)

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| --- |
| Please give details of any allegations that did or did not results in disciplinary action taken against you in any current or previous employment. |
|  |

(12)

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| Are you related to a neighbour or friend of any current or recent member of staff? If yes, please state the name of the staff member and how you know them – for example, friend, family member or neighbour. |
|  |

(13)

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| --- |
| If offered this position will you continue to work in any other capacity? If yes, please state in which capacity (Job role, hours and if shifts) |
|  |

(14) References

Employment references: Please provide reference details. Full address/ Company name including postcode must be given for each reference.

**PLEASE NOTE THESE MUST COVER THE LAST 5 YEARS**

*Where employment is with an agency, please provide details of the agency as opposed to the place of work*

|  |  |  |  |
| --- | --- | --- | --- |
| Company | Company address | HR email address or email address where employment reference can be sent (unfortunately we cannot accept personal email addresses) | Contact number |
|  |  |  |  |
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*Please use additional sheets if required*

**Character reference**

Must have known you for 2 years or more and cannot be a family member or spouse/ partner.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Contact name | Contact number | Email address | Length of time known | Capacity known (e.g., friend, neighbour) |
|  |  |  |  |  |
|  |  |  |  |  |

(15) Additional personal information

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunity policy. Monitoring is recommended by the Code of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of gender and marital status. This information is used for no other purpose and will be treated as confidential.

**(Please highlight the following)**

**Gender:** Female Male

Other (please specify)

**Ethnic Group**

White Black-Caribbean Black-African Black-other

Indian Pakistani Bangladeshi Chinese

Other (please specify)

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be disabled? | Yes | No |
| Are you registered disabled? | Yes | No |
| Are you a permanent resident of the UK | Yes | No |
| Is there any restriction on your residence in the UK | Yes | No |
| Is there any restriction in you taking up employment in the UK | Yes | No |
| If not, do you have a valid work permit? | Yes | No |
| Were you born in the UK? | Yes | No |
| If not born in the UK, please state which country you were born in and how long you have resided in the UK for: |  | |

**(16) Recruitment policy**

It is the company’s policy to employ the best qualified personnel and provide equal opportunity for the advancement of the employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or if employed, dismissal.

Signature:

Date:

**Please include a personal statement outlining your suitability for the post**

**i.e. relevant experiences and competencies.**

(Continue on a separate sheet if necessary)

**PLEASE RETURN THIS FORM TO:**

Miss Vicki Orton

Blue Mountain Homes Ltd

21 Pullman Court

Mallard Way

Pride Park

Derby

DE24 8GX

or email applications back to [admin@bluemountain-homes.co.uk](mailto:admin@bluemountain-homes.co.uk) or [recruitment.@bluemountain-homes.co.uk](mailto:rhean.manaktala@bluemountain-homes.co.uk)