

**21 Pullman Court**

**Mallard Way**

**Derby**

**DE24 8GX**

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**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

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

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

|  |  |
| --- | --- |
| 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:

|  |  |
| --- | --- |
| Surname:(if applicable): |  |
| Surname:(if applicable): |  |
| Forename:(if applicable): |  |

|  |  |
| --- | --- |
| Home phone: |  |
| Mobile phone: |  |
| Email address: |  |
| D.O.B |  |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| Current address: 1 |  |

HAVE YOU CHANGED YOU ADDRESS IN THE LAST **FIVE** YEARS**?**

If yes, please give details using the month and year for all dates

(Please continue on a separate sheet if needed).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address2 |  | Date moved inMM/YY |  | Date moved outMM/YY |  |
| Address3 |  | Date moved in MM/YY |  | Date moved out MM/YY |  |
| Address4 |  | Date moved in MM/YY |  | Date moved out MM/YY |  |
| Address5 |  | Date moved in MM/YY |  | Date moved out MM/YY |  |

|  |  |
| --- | --- |
| Health (How would you 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 (please tick or highlight)

|  |  |
| --- | --- |
| * Automatic
 | Manual |
| * Provisional
 | Full |

(3) Education

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education | DateFrom To | Examination(Subjects) | Results |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Further EducationCollege/ University | DateFrom To | Examination(Subjects) | Results |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

(5) Any other training

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

(6) Occupational qualification/ institute membership

|  |  |  |  |
| --- | --- | --- | --- |
| College / Instituteor other name | DateFrom To | Qualification / Level | Registration / membership number and expiry date |
|  |  |  |  |
|  |  |  |  |

(7) Previous employment

Please include details of **all your employment since leaving full time education** – starting with your most recent employment 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 |  |
| **Site/department if applicable**  |  |
| Start Date |  | Leaving date |  |
| Job Title |  | Salary |  |
| Duties/ Responsibilities |
| Reason for Leaving |

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

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

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

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

(8) Community / Volunteer experience

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

(9) Interests/ hobbies

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| --- |
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(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. (Information given will be treated in the strictest confidence)* **If you have been convicted of a criminal offence, please give details including all relevant dates.**
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|  |

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

 **If there were none, please indicate by stating ‘N/A.’**

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(12) 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.

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|  |

(13) 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 and voluntary work references:

**– *Referees will only be contacted if you are successful***

**PLEASE NOTE: THESE MUST INCLUDE ALL YOUR EMPLOYMENT IN THE LAST 5 YEARS**

You MUST provide the following reference details:

* Full address/company name (and setting/branch if applicable) including postcode must be given for each reference.
* *Where employment is with an agency, please provide details of the agency as opposed to the place of work. Please also include details for any voluntary work -* ***these must not be personal email addresses***
* *Please use additional sheets if required*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company***(Please insert current /most recent employer first)*** | Company address | Email address **We need these for contacting purposes.**  | Contact number**We need these for contacting purposes.** | ***Can we contact your current employer immediately? Please indicate Y/N*** |
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*Please use additional sheets if required*

**Character references**

Please provide details 2-character referees. These must have known you for 2 years or more and cannot be a family member or spouse/ partner. If your application is successful, we will send off for but only require only one reference for safter recruitment purposes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 (please circle)**

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: The contact information on the top of the form**