

Application for Employment

Private and Confidential

FOR OFFICE USE

Acknowledged	Yes/No
Assessment	Yes/No _____
Interview Date	_____
Appointed	Yes/No
Start Date	_____

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for:	Job reference:
Department:	Closing date:

1. PERSONAL DETAILS

First name/s:	Last name:
Title: Mr/Mrs/Miss/Ms/other	Telephone nos:
Address:	Daytime:
	Evening:
	Mobile:
	Email address:
Postcode:	National Insurance no.:

2. EMPLOYMENT HISTORY - Present or most recent employment

Name of employer:	Nature of Business:
Job title:	Salary:
	Other benefits:
Dates from/to:	
Period of notice/date available to start:	
Key responsibilities:	

Reason for seeking new position/leaving:

Are you currently unemployed?

Yes

No

3. PREVIOUS EMPLOYMENT

Please start with the most recent *including any unpaid or voluntary work. Continue on separate sheet if necessary.*

Name and address of employer	Job title and brief outline of duties	Dates from - to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

4. EDUCATION, TRAINING AND DEVELOPMENT

Secondary school/college/university/apprenticeship including current studies, with the most recent first.

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.

Details of any learning and development. Please include dates.
(e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses.)

Professional / Technical membership

Name of professional / technical body	Grade of membership

5. SUPPORTING STATEMENT

Please read the job description and using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many of the desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.

6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

Name

7. ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the job. The Disability Discrimination Act defines a person as having 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".

Do you consider yourself to be disabled under the Disability Discrimination Act? Yes No

We will make reasonable adjustments to help a person with a disability through the application and selection process and, if successful, to assist you in carrying out the duties of your job.

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

If you have a work permit when does it expire?

Do you have a full UK driving licence? Yes No

Do you have any current endorsements? Yes No

If yes, please give details:

.....

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act? Yes No

If yes, please give details:

.....

Did you find out about this vacancy by someone who currently works at Centrax? Yes No

If yes please give details:

.....

If no, how did you hear about this job?

I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by Centrax Ltd under the Data Protection Act, 1998. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:

DATA PROTECTION ACT 1998.

INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY **CENTRAX LTD** UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY CENTRAX. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND FOR SUCCESSFUL CANDIDATES IT WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.

If you are unsuccessful do you give your permission for your details to be kept on record for 12 months?

Yes No

EQUAL OPPORTUNITY

CENTRAX LTD BELIEVES IN VALUING DIVERSITY. WE WELCOME AND ENCOURAGE APPLICATIONS REGARDLESS OF GENDER, RACE, DISABILITY, COLOUR, ETHNIC OR NATIONAL ORIGIN, NATIONALITY, SEXUALITY, GENDER IDENTIFY, MARTIAL STATUS, RESPONSIBILITY FOR DEPENDANTS, RELIGION, TRADE UNION ACTIVITY AND AGE. TO HELP US MONITOR THE EFFECTIVENESS OF OUR POLICIES WE WOULD ASK YOU TO ANSWER THE FOLLOWING QUESTIONS BELOW.

EQUAL OPPORTUNITIES AND ETHNIC MONITORING

Centrax Ltd aims to be an equal opportunity employer. To help us achieve this we would be grateful if you could Answer the following questions. All information will be treated in confidence.

Nationality: _____

Sex: Male / Female

A) White	B) Mixed	C) Asian or Asian British	D) Black or Black British	E) Chinese or other ethnic group
English <input type="checkbox"/>	White & Black – Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Scottish <input type="checkbox"/>	White Asian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Arab <input type="checkbox"/>
Welsh <input type="checkbox"/>	White & Black – African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
Irish <input type="checkbox"/>	Asian & Black <input type="checkbox"/>			
Any other white background please write below:	Any other mixed background please write below:	Any other Asian background please write below:	Any other black background please write below:	Any other background please write below:

Thank you for your application. Please return the completed form to the following address:

Centrax Ltd
 Human Resources Department
 Shaldon Road
 Newton Abbot
 Devon
 TQ12 4SQ

Tel: 01626 358000
 Fax: 01626 358175