

# Application Form

## CONFIDENTIAL

<b>Please complete ALL sections. This part of the application form WILL be used to shortlist candidates for interview.</b>			
POST APPLIED FOR:		CLOSING DATE	
<b>1. PERSONAL DETAILS (please complete in block letters)</b>			
Surname:		Forenames:	
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other)		Date of Birth:	
Address for Correspondence:		Permanent Address (if different):	
Postcode:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):		Email address:	
National Insurance No:			
<b>2. PRESENT OR LAST EMPLOYER</b>			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title/Post:	
Present annual salary or weekly wage (gross):			
Hours/sessions worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if last appointment:	

Reason for leaving or for seeking other employment:	
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Brief description of duties:	
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### 3. PREVIOUS EMPLOYMENT

(Starting with the most recent first). Include work/voluntary experience and any periods of unemployment. (Please continue on separate sheet if necessary)

Employer name & address	Job title/post	Grade & salary/wage	Full or part-time (if part-time, give hours or sessions)	Dates (month/year)		Reason for leaving
				From	To	

### 4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary)

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

### OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

### MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

## 5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.

**NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.**

## 6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Serveco reserves the right to approach any previous employer or manager. Where references are taken up on shortlisted candidates prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel.

Name (Referee 1):		Name (Referee 2):	
Status:		Status:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	
Do you give consent to us contacting your present employer prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

**7. HEALTH/MEDICAL DETAILS**

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

**8. DISCLOSURE OF CRIMINAL BACKGROUND**

We are required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.'

Please refer to the enclosed information regarding the Rehabilitation of Offenders Act 1974.

Please answer the following questions.

Have you ever been convicted of a criminal offence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you at present the subject of a criminal charge?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES to any of the above questions, please give brief details including dates.

Our Policy Statement on the Recruitment of Ex-Offenders is available on request.

Serveco Limited is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

**9. GENERAL**

Are you interested in Job Share?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.	
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Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>You are required to declare below any relationship with or an employee of Serveco Limited.</p> <p>Please state name and position:</p>	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order for Serveco to ensure safe recruitment and meet its obligations, for relevant appointments, to safeguard vulnerable users our services. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
<p><b>10. DISABILITY DISCRIMINATION ACT 2005</b></p>	
<p>The Disability Discrimination Act 2005 defines disability as, "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities" and covers people with cancer, HIV and MS from the date of diagnosis. The Act requires an employer to make "Reasonable Adjustments" to working conditions, in order to enable disabled applicants to have equal access to employment opportunities. The information disclosed here will only be used to enable a fair decision to be made and will not be used to discount applicants.</p>	
Do you consider yourself to be disabled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>Is there any information that we need in order to offer you a fair selection interview/process?</p>	
<p><b>11. DATA PROTECTION ACT</b></p>	
<p>The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside Serveco without first seeking your permission, unless there is a statutory reason for doing so. We have a duty to protect the funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud.</p>	
<p><b>12. DECLARATION</b></p>	
<p>If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.</p> <p>I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.</p>	

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Serveco.

Signed

Date

**Please return your completed form by e-mail to: [chris@serveco.co.uk](mailto:chris@serveco.co.uk) or by post to arrive by the closing date to: ..... If you are HAND DELIVERING it, please bring to..... If you have not received a reply within the next 6 weeks, you should assume that your application has been unsuccessful.**

PLEASE NOTE: CORRECT POSTAGE MUST BE USED TO ENSURE DELIVERY OF YOUR APPLICATION IS NOT DELAYED. Postage rates must comply with the royal mail size guide.

## EQUALITY AND DIVERSITY MONITORING FORM

### Serveco Limited Equality in Employment Statement

This part of the application form will NOT be used to shortlist candidates for interview and will NOT be viewed by the Recruitment panel.

Serveco, together with the recognised Trade Unions and self-managed workers groups, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of race, disability, gender, belief or religion, age or sexual orientation. This commitment will apply to recruitment and selection practices, training and promotion, in the application of national and local agreements, in respect of pay and conditions of service and in the provision of all services. One aim of this policy is to make sure that you and other applicants for jobs are not discriminated against. The policy also aims to make sure that you are not disadvantaged by job conditions or requirements that are not relevant.

Our workforce profile data is collected against categories which are determined through the National Census of the UK population. The categories on this form reflect those which the Office for National Statistics advise are likely to be used in the next, 2011, census.

In order to monitor and ensure the successful development of this policy, all applicants for jobs are requested to complete the Equality and Diversity Monitoring information detailed below and overleaf.

Please tick as appropriate:

Your gender - are you:	Male	Female	Transsexual / Transgender
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your age:	16-25	26 - 35	36 - 45	46-55	56 and over
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I would describe my **ethnic origin** as: (please note this question does not refer to your nationality / country of origin)

**White:**

English	<input type="checkbox"/>
Other British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Other white background (please describe):	<input type="checkbox"/>

**Black or Black British:**

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Other Black background (please describe):	<input type="checkbox"/>

**Asian or Asian British:**

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Other Asian background (please describe):	<input type="checkbox"/>

**Mixed (dual heritage):**

Asian and White	<input type="checkbox"/>
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**Other ethnic group:**

Arab	<input type="checkbox"/>
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Black African and White <input type="checkbox"/>	Gypsy <input type="checkbox"/>
Black Caribbean and White <input type="checkbox"/>	Irish Traveller <input type="checkbox"/>
Other mixed background (please describe): <input type="checkbox"/>	Romany <input type="checkbox"/>
	Other ethnic group, (please describe): <input type="checkbox"/>

**What is your religion or belief?:**

<b>No religion / belief</b>	<b>Christian</b>	<b>Buddhist</b>	<b>Hindu</b>	<b>Jewish</b>	<b>Muslim</b>	<b>Sikh</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other religion (*please describe*):

Other belief (*please describe*):

**What is your sexual orientation?:**

<b>Heterosexual</b>	<b>Bisexual</b>	<b>Gay man</b>	<b>Lesbian</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If you consider yourself to be disabled, please specify:**

<b>Communication</b>	<input type="checkbox"/>	<b>Hearing</b>	<input type="checkbox"/>	<b>Learning</b>	<input type="checkbox"/>	<b>Mental Health</b>	<input type="checkbox"/>
<b>Mobility</b>	<input type="checkbox"/>	<b>Physical</b>	<input type="checkbox"/>	<b>Visual</b>	<input type="checkbox"/>	<b>Other</b>	

Please give further details below if you wish:

**How did you find out about this vacancy?**

Serveco website <input type="checkbox"/>	Word of Mouth <input type="checkbox"/>	Website (please specify) <input type="checkbox"/>
Job Fair <input type="checkbox"/>	Local Press (please specify) <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
JobCentrePlus <input type="checkbox"/>	National Press (please specify) <input type="checkbox"/>	

**APPEALS PROCEDURE**

Serveco Limited operates a recruitment appeals procedure. If you consider that you have been discriminated against during recruitment because of your race, disability gender, belief or religion, age or sexual orientation, send full details within 14 days of the alleged act taking place or being discovered (or within 14 days of the recruitment procedure) to the Head of Employee Services. Please state the post title, advert reference number, location, department and the grounds on which it is considered that the discrimination has occurred.

**DECLARATION**

**I consent to the collection, storage and use of my race, disability, gender, belief or religion, age or sexual orientation details. I understand that these details will not be used as part of the selection process. I**



**understand that any use of these details will only involve producing anonymous statistics to monitor the effectiveness of Serveco's Equal Opportunity policy.**

Signed

Date

If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form.

### **Contacting us**

email

Chris@serveco.co.uk

phone

07970 577721

post

by hand

internet

www.Serveco.co.uk