

# JOB APPLICATION FORM



All information supplied on this form will be treated as **STRICTLY CONFIDENTIAL**.  
PLEASE COMPLETE ALL 4 PAGES OF FORM AND MONITORING SHEET

POST TITLE:

## 1. Personal Details

SURNAME		INITIALS	
Permanent Address and Postcode:			
Address for correspondence (if different):			
Telephone No(s)	Home:	Work:	
Email	Home:	Mobile:	
	Work:		
Are we able to contact you at work?	By Phone?	Yes / No	By Email? Yes / No
Do you hold a current full driving licence?	Yes / No	Country qualified:	

## 2. References

Please give two Referees who can comment on your **PROFESSIONALISM / WORK ABILITY** and **SUITABILITY FOR THE POST**, one of these should be your present / most recent employer, or an educational establishment (teacher or lecturer) if you are entering employment.

Please note: relatives, friends or people who you live with are **not** acceptable referees. If you are applying for a post in one of our operating companies that is regulated by the Financial Services Authority, reference checks will make particular reference to the following criteria:

- Honesty, integrity and reputation
- Competence and capability
- Financial soundness

a) Present/Recent Employer or School/College		b) Second Referee (Professional/Educational)	
Name		Name	
Address		Address	
Tel No		Tel No	
Referee's Position		Referee's Position	

References will normally be taken up when the offer of employment is made.

### 3. Details of Secondary / Further Education

Dates	School/College/University	Qualifications Gained

### 4. Professional Qualifications and Other Training Certification

Dates	Full Details of Professional Qualifications

### 5. Membership of Professional Bodies / Leisure Activities and Interests

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### 6. Present / Most Recent Employment Details

<u>Employer's Name &amp; Address:</u>  	Job Title	
	Date Appointed	
	Date Terminated	
	Latest Salary / Scale	
	Length of Notice	

**Summary of main duties / purpose of job:**

Please attach a copy of your current / most recent job description, if available.

**7. Previous Employment (starting with the most recent)**

These should be listed in chronological order and there should be no unexplained gaps.

(Continue on a separate sheet if necessary.)

**8. Reasons for Applying**

**9. Relevant Experience / Skills**

Please give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post.

Continue on a separate sheet if necessary

## 10. Rehabilitation of Offenders

Have you any convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

**Yes / No** - If **Yes**, describe the offence(s) and date(s) of conviction.

Any failure to disclose such information may render you liable to summary dismissal.

I declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed. (Please see Note 2 on back page).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE NOTE THAT IF APPLICATION IS SENT BY E-MAIL, YOU WILL BE REQUIRED TO SIGN FORM IF SELECTED FOR INTERVIEW.**

# EQUAL OPPORTUNITIES MONITORING FORM



H&H Group plc monitor recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned with race relations, nationality, ethnic origin, religious belief, including sex/disability/age discrimination in recruitment, employment and training. Please help us to carry out this monitoring by answering the questions below. They are placed on a separate page to the application form to emphasise that they relate only to monitoring.

**This page will be detached, and will not form part of the selection procedure but will be used only for statistical purposes. Please tick the appropriate boxes.**

1. **Gender:** Male  Female
2. **Preferred Title:** Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

**Full Name:** \_\_\_\_\_

3. **Marital Status:** Single  Married   
Separated/Divorced  Widowed

4. **Ethnic Origin:** I would describe my ethnic origin as:
- |                           |                          |                           |                          |
|---------------------------|--------------------------|---------------------------|--------------------------|
| a) White British          | <input type="checkbox"/> | b) White Irish            | <input type="checkbox"/> |
| c) White Other            | <input type="checkbox"/> | d) Black or Black British | <input type="checkbox"/> |
| e) Asian or Asian British | <input type="checkbox"/> | f) Chinese                | <input type="checkbox"/> |
| g) Mixed or Other         | <input type="checkbox"/> | h) Other, please state:   |                          |
- \_\_\_\_\_

5. **Nationality:** \_\_\_\_\_

6. **Disability:** Do you consider yourself to be disabled under the Disability Discrimination Act? (Please see Note 1 overleaf.)

Yes  No

7. **Age Range:**

16-24  25-35  36-45  46+  Date of Birth

How did you find out about this Post? \_\_\_\_\_

If seen in a publication or newspaper, please give title: \_\_\_\_\_

**NOTE 1 : CRITERIA FOR CLASSIFICATION AS DISABLED UNDER THE DISABILITY DISCRIMINATION ACT**

To classify as disabled, a person has a physical or mental impairment which has a substantial and long term adverse effect on his / her ability to carry out normal day to day activities.

Long term is usually defined as a year or longer.

Impairment may affect:-

- mobility;
- manual dexterity;
- continence;
- ability to lift, carry or otherwise move everyday objects;
- memory or ability to concentrate, learn or understand; or
- perception of the risk of physical danger.
- speech, hearing or eyesight (but see below)

(If a person's sight is corrected by wearing spectacles or contact lenses, this is **not** regarded as a disability.)

**These notes are for guidance only.**

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**NOTE 2: DATA PROTECTION**

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel Administration.

H&H Group plc will retain the forms of unsuccessful applicants for 12 months . in accordance with current guidance.

Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow H&H Group plc to administer your employment. This form will then be placed into your Personnel file, and retained until after you complete your employment with H&H Group plc . for as long as legislation dictates.

Please be assured that H&H Group plc will protect your information, and treat as confidential at all times.

**FOR OFFICE USE:**

**POST TITLE AND LOCATION:** \_\_\_\_\_

**DATE APPLICATION REQUESTED:** \_\_\_\_\_ **REPEAT REQUEST:** \_\_\_\_\_

**DATE/TIME APPLICATION RECEIVED:** \_\_\_\_\_