

## Equal Opportunities Monitoring

Applicants are requested to tick the relevant boxes below to enable the Company to monitor its equal opportunity policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination on the grounds of age, sex, marital status and disability. This information is used for no other purpose and will be treated as confidential.

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Surname/Family Name: .....

Forename(s): .....

Title (Miss/Ms/Mrs/Mr/Dr etc): .....

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Post Applied For: .....

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Male  Female  Date of Birth: .....

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### Ethnic Group

Bangladeshi  Black-African  Black-Caribbean

Black-other  (please specify) .....

Chinese  Indian  Irish

Pakistani  White

Other  (please specify) .....

(Categories as identified by the Commission for Racial Equality)

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Do you have a disability? YES/NO

Will your disability necessitate the provision of special equipment for your interview?

If yes, please give details

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*We adopt a positive attitude to the employment of Disabled Persons and guarantee an interview to those who meet the essential criteria of the person specification.*

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**PERSONAL** DETAILS

Surname/Family Name ..... Title (Miss/Ms/Mrs/Mr/Dr etc) .....

Forename(s) .....

Address .....

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Post Code .....

Telephone No (Home) ..... (Work) .....

Email address .....

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To ensure that Equal Opportunities is adhered to  
please do not submit Curriculum Vitae or references with your  
application form as these may contain your personal  
information.

**Thank you for your co-operation**



# ProCo. NW Ltd

## APPLICATION FORM

**POST** APPLIED FOR: .....

**Details of Present** or Last Employment *(please indicate)*

Employer's Name .....  
and Address:

.....  
.....

Position: .....

Duties/  
Responsibilities: .....

.....  
.....  
.....

Date Appointed: ..... Salary: .....

Date Terminated: *(if applicable)*..... Notice Period: .....

Reason for leaving:.....

**Previous** Employment *(most recent first)*

Employer	From	To	Position	Summary of Duties Involved	Reason for leaving



**Further** Education

College/University	Qualifications Obtained		
	Type Btec/Ba/BSC/Hons	Subject	Grade

**Note:** Candidates must bring evidence of such qualifications if called for interview.

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**Details of Professional or Technical Institutes/Societies**

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Have you ever been dismissed from any previous employment on the grounds of misconduct? YES/NO  
If yes, please give details of dates and reasons.

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**Answering yes to this question will not necessarily prejudice your application**

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Do you have a current driving licence? YES/NO  
Are you a car owner? YES/NO

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The Rehabilitation of Offenders Act 1974 and its amendments provides that we can request disclosure of any “unspent” and “spent” convictions, as due to the nature of the work undertaken by ourselves, opportunities may arise that would bring employees into contact with young people under the age of 18.

Have you ever been convicted of a criminal offence? YES/NO

If YES, please give details:

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Enhanced CRB checks are undertaken on all staff working with young people

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