

JOB REFERENCE NO:

JOB CANDIDATE NO:

PERSONAL DETAILS

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

Forename(s)

Address

.....

.....

Post Code

Telephone No (Home) (Work)

Sex, Ethnic and Disability 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.

Post Applied For:

Male Female Date of Birth:

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)

Do you have a disability? YES/NO

Will your disability necessitate the provision of special equipment in order for you to perform the duties of the post?
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.



To ensure that Equal Opportunities is adhered to,
please do not submit with your application form
Curriculum Vitae`s or references which may contain
your personal details.

Thank you for your co-operation



ProCo. NW Ltd

APPLICATION FORM

JOB REFERENCE No.: **JOB CANDIDATE** No.:

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:

Previous Employment *(most recent first)*

Employer	From	To	Position	Summary of Duties Involved

Qualifications

General Education

School	Qualifications Obtained		
	Type GCSE, O'level	Subject	Grade

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.

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 or incapability? 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

Medical History

How much time during the last two years have you taken off work due to illness/injury?

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Please give details of any illness, injury or impairment that may affect your ability to carry out the job, either in the short, medium or long term.

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(The Company reserves the right to request a medical at any time pre or post employment should the need arise)

Do you have a current driving licence? YES/NO

Are you a car owner? YES/NO

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

References

Please give the names, addresses, telephone number and the occupation/relationship of two referees (please do not use relatives). One should be your present/most recent employer if possible. Please indicate whether we can approach these referees now. If not given permission, no approach will be made without your prior consent.

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.....
.....

Do you give permission for us to approach this referee now Y N

Do you give permission for us to approach this referee now Y N

