



## Recruitment Form

Position applied for:

Please complete each section of the form as carefully and as accurately as possible, in your own handwriting, in black ink. All information will be treated in the strictest confidence.

### Personal Details

Surname:	First Name:
Maiden Name:	Date of birth:
National Insurance Number:	Email:
Address:	
Post Code:	

Telephone (Home):	Telephone (mobile)
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Telephone (Work):	Are you free to remain in and take up employment in the UK with no current immigration restrictions? Yes / No
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Do you hold a full driving licence? Yes / No If yes, do you have any endorsements? (Please provide details)	
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Do you have any of the following (including pending): - Criminal convictions or cautions Yes/No - County Court judgements (whether settled or not) Yes / No	If "Yes" please provide details
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## Health & Medical History

The Disability Discrimination Act protects people with disabilities. We welcome applications from people with disabilities. We will attempt to provide access and support for people with disabilities to compete on equal terms with non-disabled people.

Have you had any serious illnesses, including mental illness, which have caused you or might cause you to take time off work. If yes, please give details.

Yes/No

How many days have you had off in the last 2 years (other than annual holidays)?

What was the reason for absences?

Are you registered disabled?

Yes / No

If yes, please give registration number and details:

Would you need any specific arrangements in order for you to attend an interview? If so please provide details

Yes/No

Do you smoke: Y/N

## Academic / Professional Qualifications (Please note you will need to provide evidence of relevant qualifications)

Do you have any GCSE's (or equivalent)?

Yes / No

How many?

Please list with Grade:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

Do you have 'A' levels (or equivalent)?

Yes / No

How many?

Please list with Grade:

- |    |    |
|----|----|
| 1. | 3. |
| 2. | 4. |

Do you have a degree?

Yes/No

Classification:

Course:

Educational establishment:

If you have any other qualifications or training relevant to your application, please give details below – including relevant training undertaken at previous employers. N.B. You will need to provide evidence of relevant qualifications and training undertaken.

Are you a member of any Professional/Trade Association? If 'Yes' please provide details:

### Employment History

If you are currently in employment, what notice period are you required to give your employer?

What is your reason for wishing to leave this employment?

Have you ever been subject to any disciplinary proceedings in any previous employment? Yes / No If yes, please give a brief explanation.

What is your current salary? .....

Bonus? .....

Overtime? .....

Holiday entitlement? .....

How did you first hear about this position? (E.g: Newspaper, Website, personal contact)

Please summarise your work experience, starting with current or most recent and covering the last five years. This may include temporary, voluntary or community work, work experience, Saturday and evening jobs. Continue on a separate sheet of paper if necessary.

Company Name & Type Business	From:	To:	Post Title, Roles and Responsibilities	Reason(s) for leaving

Please give an explanation below of any gaps in your employment history. (Continue on a separate sheet of paper if necessary).

Dates		Reason
From:	To:	

## Supplementary Information

Please give any further information which you feel will support your application, including details of particular interests, hobbies etc.

Personal Statement

Please use this page to explain in detail how you meet the requirements of the Role Profile.

## References

Please give names, addresses and telephone numbers of job referees covering the last 5 years who are able to comment on your recent work, one of whom should be your present or most recent employer. Please do not give personal references (no contact will be made with your present employer without your permission.)

Name:		Name:	
Title:		Title:	
Address:		Address:	
Email:		Email:	
Telephone:		Telephone:	

I declare that the above information is true and complete. I understand that failure to disclose relevant information or the declaration of false information may render me liable to disqualification or, if appointed, to dismissal or other disciplinary action. By submitting this application, I am agreeing that, should a formal offer of employment be made, Newbury BID may carry out a credit reference search through a credit reference agency. Applicant details are kept for a minimum period of 12 months.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Internal Use Only: Checked & signed by second interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

*By completing this application form you are consenting to us processing your personal and sensitive data in accordance with our Employee Fair Processing Notice*