

EQUAL OPPORTUNITIES MONITORING

We are committed to implementing Equality and Diversity Policy. In order to monitor the effectiveness of the policy all applicants for employment are asked to complete this form. All information will be treated in the strictest confidence.

SURNAME _____ FIRST NAME (S): _____

VACANCY APPLIED FOR _____

GENDER: MALE FEMALE DATE OF BIRTH (DAY/MONTH/YEAR)

NATIONALITY
+ NATIONALITY

I AM UK/EU/EEA CITIZEN OTHER

ETHNIC ORIGIN

WHITE IRISH OTHER WHITE BACKGROUND (PLEASE STATE)

MIXED

WHITE/BLACK CARRIBBEAN WHITE/BLACK AFRICAN WHITE/ASIAN

OTHER MIXED BACKGROUND (PLEASE STATE)

ASIAN OR ASIAN BRITISH

INDIAN PAKISTANI BANGLADESHI

OTHER ASIAN BACKGROUND (PLEASE STATE)

BLACK OR BLACK BRITISH

CARIBBEAN AFRICAN

OTHER BLACK BACKGROUND (PLEASE STATE)

CHINESE OR OTHER ETHNIC GROUP

CHINESE OTHER BLACK BACKGROUND (PLEASE STATE)

RELIGION

Christian (including Church of England, Catholic, Protestant and all other denominations)

Muslim Sikh Buddhist

Hindu Jewish None other _____

DISABILITY

We are an equal opportunity supplier and wish to assist and support disabled applicants through the recruitment process.

Do you consider yourself to have a disability? YES NO

If you have answered yes, please describe the nature of your disability and state any adjustments which may be required for you to undertake the job you have applied for?



EMPLOYMENT HISTORY

Please provide details of employment during the last 10 years. Start with your CURRENT or LAST employer working backwards. Please include any periods of unemployment and self employment if applicable.

FULL NAME AND ADDRESS OF EMPLOYER	DATES		POSTION HELD	REASON FOR LEAVING
	FROM	TO		
<i>PRESENT</i>				
<i>PREVIOUS</i>				
<i>PREVIOUS</i>				
<i>PREVIOUS</i>				
<i>PREVIOUS</i>				
<i>PREVIOUS</i>				
<i>PREVIOUS</i>				

DO YOU HAVE ANY OBJECTION TO US CONTACTING YOUR MOST RECENT OR PRESENT EMPLOYER? YES

NO

If answered yes, please give the reason

EDUCATION AND TRAINING

Please provide details of secondary education onwards. Copies of qualifications may be asked for at interview.

School/college University	Qualifications/Training	Grade/Level	Date Taken

OTHER EDUCATIONAL AND TECHNICAL QUALIFICATIONS

Include professional qualifications, membership details, details of apprenticeship service or special experience relevant to this application.

YOUR DRIVER'S LICENCE DETAILS

Please note if you are invited for interview you will be asked for your full driving licence.

- 1. DO YOU HOLD A FULL BRITISH DRIVING LICENCE? YES NO
- 2. HOW MANY YEARS HAVE YOU HELD A FULL BRITISH DRIVING LICENCE? YEARS MONTHS
- 3. ARE THERE ANY ENDORSEMENTS ON THIS LICENCE? YES NO

A. IF YOU ANSWERED YES, PLEASE GIVE DETAILS: ENDORSEMENT CODE/ AND DATE

B. AND HOW MANY PENALTY POINTS ARE ON YOUR LICENCE? POINTS

C. BRIEF DESCRIPTION OF THE OFFENCES:

4. FULL LICENCE NUMBER

5. DO YOU HOLD A CURRENT PCV LICENCE? YES NO EXPIRY DATE

A. IF YES WHAT TYPE IS IT? MANUAL AUTOMATIC

B. HOW MANY YEARS HAVE YOU HELD YOUR PCV LICENCE? YEARS

CONVICTIONS AND LEGAL PROCEEDINGS (INCLUDING MOTORING OFFENCES)

Convictions are only taken into account if they are related to the post being applied for. You should give details of any pending court or court martial conviction – giving date of conviction, sentence of court and background details of the offence.

DBS – DISCLOSURE

On certain types of work you will be required to have a DBS check before you are eligible to undertake the work. This is work on school runs and work in relation to particular Local Authorities. If you are required to undertake such work we will conduct checks with the DBS and the appropriate Local Authority. Please note that if you are required to have a DBS check at the beginning of your employment and if the DBS check comes back unsatisfactory, the offer of employment may be withdrawn.

DO YOU HAVE ANY PREVIOUS OR PENDING CONVICTIONS AGAINST YOU? YES NO

DRIVING LICENCE CHECKS.

Once you have been offered employment with us we will carry out an external check on your driving licence with an external company where your licence will be checked with the DVLA, this will not be carried out until a mandate that has been signed by you to give us authorisation.

CPC – CHECKS

Do you have your current CPC card? YES
(Please bring to any interviews)

YOUR HEALTH – PCV DRIVERS

Do you suffer from any health conditions that could adversely affect your performance (ie muscular or skeletal disorders, vision or hearing impairment, diabetes, asthma, Allergies, skin complaints or any other relevant conditions?)

YES

NO

Are you receiving treatment now?	Description of disability or condition	Date diagnosed	Has DVLA been advised?
<i>yes/no</i>			
<i>yes/no</i>			

REFERENCES

Please give the names , addresses and telephone number of at least 2 referees. One should be your present or most recent employer and the other should have knowledge of your work and character.

Referee 1	Referee 2

IF YOUR APPLICATION IS SUCCESSFUL PLEASE PROVIDE THE DATE YOU COULD START:

IMMIGRATION AND ASYLUM ACT 1996

In accordance with Section 8 of the Immigration and Asylum Act 1996, it is a criminal offence to employ someone who is subject to immigration control and does not have the right to work in the UK.

Are you eligible to work in the UK?

DATA PROTECTION ACT 1988

In accordance with the Data Protection Act 1988, we are unable to collect and process the data on this form without your express permission. If you are satisfied with the information disclosed on the application form, please confirm your consent for it to be processed by signing below.

Please note, if you choose not to sign the declaration, we will be unable to consider your application further. Any personally sensitive information which you provide in this application will be treated in the strictest confidence.

DECLARATION

Thank you for completing this form.

Your signature will be taken as:

Acknowledgement that all the information you have provided is correct

Your authorisation for us to contact any relevant authorities should we need to check

Any other information concerning your application.

Please note that your application, will only be kept for a period of 3 months from the date of application

for employment monitoring purposes, after which it will be destroyed

SIGNED _____ DATE _____