

application *for* employment



This application form has been designed to offer you the opportunity to give the company the fullest information to enable us to assess all candidates in a fair and objective manner. Please ensure all details relating your application are made on this form.

Position applied for:

PERSONAL DETAILS

Surname:

Forename:

Title:

Preferred Name:

N.I. No.:

Date of Birth:

Address:

County:

Post Code:

Tel No Home:

Tel No Business:

Home Email Address:

Mobile No:

GENERAL

Can we contact you at work?

Yes

No

Are there any dates/days when you cannot attend an interview?

If accepted, how much notice would you need to give to your current employer before you can commence this post?

Have you applied for any other positions within the Keepmoat group (Bramall Construction, Frank Haslam Milan, Keepmoat Homes or Chevron)? If so please give details:

How many days absence through sickness have you had in the past two years? Please give details, including the number of separate periods of sickness:

Is any of the sickness absence related to a disability under the Disability Discrimination Act 1995?

Yes

No

If yes, please give details:

Do you suffer from any condition which may affect your ability to attend an interview or affect your performance at an interview?

If so please suggest any reasonable adjustments which we could make to assist you:

Do you hold a current clean UK driving licence?

Yes

No

Please give details:

How did you learn of this vacancy?

WORK PERMIT

Are you a citizen of the UK or the EU Economic area?

Yes

No

If not, please provide the original of your Visa (to be copied and returned to you)

Would your employment contradict Section 8 of the Asylum & Immigration Act 1996?

Yes

No

CAREER HISTORY

We require a detailed employment history to assess as part of the recruitment decision, whether you have the relevant skills and/or experience that is required for the position you have applied for. Please start with present or most recent position first.

If you are NOT currently employed, please give a brief outline of your present situation:

Company Name:	Type of business:
Job Title:	Reason for leaving:
Start Date:	Leaving Date: (where applicable)
Final/Present Salary:	Full/Part-Time:
Duties/Responsibilities:	

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Job Title:	Reason for leaving:
Start Date:	Leaving Date:
Final Salary:	Full/Part-Time:
Duties/Responsibilities:	

Please give summary details of any other previous employment. Include any periods of unemployment or voluntary work

From	To	Job Title	Name of Employer	Reason for leaving

CRIMINAL CONVICTIONS

Under the provision of the Rehabilitation Act 1974 you are required to give details of any criminal convictions which are not spent. Failure to do so may render you liable to summary dismissal. Do you have any convictions which are not spent within the meaning of the Rehabilitation of Offenders Act 1974?

Yes No If yes, please give details:

WORK WITH VULNERABLE PEOPLE

If the post for which you are applying involves working with people under the age of 18, or people over the age of 65, or disabled people, then the post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended such that you are not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act.

Do you have any spent convictions?

Yes No If yes, please give details:

EDUCATION & TRAINING HISTORY

Please complete the following section giving as much detail as you can. We may verify the information that you provide by contacting the appropriate educational institution. Please note that you may be required to produce certificates if we are unable to obtain verification of your qualifications.

Year		Name of EDUCATION Establishment	Examinations taken & Results
From	To		
Year	Duration	Name of TRAINING Provider	Course/Qualification

If you are presently undertaking further education or training, please give details including attendance requirements:

EQUALITY MONITORING FORM

We aim to be an equal opportunities employer and treat all employees and applicants fairly. Our Equal Opportunities Policy is shown overleaf. To help us ensure that our Equal Opportunities Policy is working effectively we would like you to answer the 5 questions below.

Your answers will not affect your job application in any way and the information will be treated in strictest confidence.

1. Position applied for:

2. Male Female

3. Please state your age:

4. Do you consider yourself to have a disability under the Disability Discrimination Act 1995? Yes No

5. Please tick the box which best describes your ethnic origin

White

British

Irish

Other

Black/Black British

African

Caribbean

Other

Mixed Background

Asian & White

Black African & White

Black Caribbean & White

Other

Asian/Asian British

Bangladeshi

Indian

Pakistani

Other

Chinese/Chinese British

Chinese/Chinese British

Other

Please note that this page will be detached from your application and will not influence any employment decision.

IMPORTANT INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITIES POLICY

The company is committed to equality in employment and values diversity

The company seeks to achieve a representative workforce and will always recruit, train, develop and promote solely on the basis of merit in accordance with the needs of the business.

No job applicant or employee will be disadvantaged by any requirements or conditions that cannot be justified and which have an adverse affect on their age, sex, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or disability. Similarly, discrimination by employees against other employees, customers, suppliers and members of the public will not be tolerated.

Every employee is responsible for ensuring that this policy is strictly adhered to. The Directors and those employees involved in aspects of people management will have specific responsibilities in the implementation of this policy.

An ongoing programme of action will be implemented to continually improve equality and to ensure full compliance with all associated legislation.

This policy and all its respective plans, procedures and practices will be subject to periodic and systematic review.

PERSONAL DATA CONSENT

Information which you provide in this application form and during the course of any future recruitment/employment by Keepmoat or any agent acting on its behalf, including any information about third parties, will be processed by Keepmoat, or any agent acting on its behalf. Specifically, this data is used for the following purposes:

- Pre-employment checks
- Equal opportunities monitoring
- Payroll operations
- Education and training

It is our policy to protect employees' rights to privacy and to comply with the provisions of the Data Protection Act 1998. As such all personal data is kept securely and released only to those third parties named below:

- The company's professional advisors
- Payroll Administrators for the company
- Employee benefits advisors

Your personal data will not be transferred to other third parties without your consent unless the company is required to do so by law. By signing the declaration on page 6 you agree to the processing of such data.

FURTHER INFORMATION

Please give details of how knowledge, skills, competencies and/or experience gained in paid, voluntary, home working, leisure, training and/or education activities will enable you to carry out this post:

REFERENCES

Please ensure one is from your current, or most recent employer

<p>1.</p> <p>Can this referee be contacted prior to an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>2.</p> <p>Can this referee be contacted prior to an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Please state the number of additional sheets attached (if any):

DECLARATION

I understand that the employment if offered, will be subject to the information given on this application being complete and accurate and that any appointment will be subject to references acceptable to the company and possibly a medical examination. I also consent to the processing of data as set out on page 5.

Signed:

Date:

Thank you for your time and effort in completing this application form.