



Job Application Form

(CONFIDENTIAL)

This application form has been designed for the recruitment of people into Platinum and is an important part of our selection procedure.

It is important for us to know as much about you as possible so that we can match your particular talents and expectations with our needs.

As an equal rights employer we are committed to providing equality of access to employment and to development opportunities for people from all parts of the community.

All candidates invited for an interview will be asked to produce proof of eligibility to work in the UK, failure to do so will lead to your application being declined.

All questions should be answered in the spaces provided in BLOCK CAPITALS and using black pen.

Where average is not an option.

POSITION APPLIED FOR:

Personal Details

Surname:

Title:

Forename(s):

Current Address:

Postcode:

National Insurance Number:

Telephone (home):

Mobile Number:

Dates we can contact you:

Dates **not** available for interview:

Date available to commence employment:

Disability – If you have a disability, please tell us about any adjustments we may need to make to assist you at interview.

The Equality Act 2010 defines a disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities’. An effect is long term if it has lasted, or is likely to last, more than 12 months.

Details:

Eligibility to work in the UK (please tick if applicable)

I confirm that I am eligible to take up employment in the UK and will provide evidence to this effect prior to starting work with the company

Do you hold a full current driving licence?

Yes No

Have you ever been convicted of a criminal offence?

Yes No

If ‘yes’ please give full details below. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are ‘spent’ under the Rehabilitation of Offenders Act, 1974.

Details:

How did you hear about this vacancy?

Secondary/Further Education						
Names of Schools/Colleges	From	To	Subject	Level	Grade	Year

Higher Education (Undergraduate & Post-graduate)						
University/College	From	To	Degree Course	Degree (BSc Etc.)	Class obtained	Class expected

Other qualifications, courses vocational qualifications, or skills (e.g. professional, secretarial, computing, word processing, languages etc)		
Dates	Name of Course/Details of Skills	Results Obtained/Expected



Employment History: For the past 10 years, including any periods of self-employment. Please indicate **TWO** companies to whom we can apply for references. (Your current employer will NOT be approached for a reference unless we have made you an offer of employment).

Name, address & nature of business	Position held & main duties	Dates: From - To (MM/YY)	Reason for leaving:
Referee <input type="checkbox"/> Yes <input type="checkbox"/> No			
Referee <input type="checkbox"/> Yes <input type="checkbox"/> No			
Referee <input type="checkbox"/> Yes <input type="checkbox"/> No			
Referee <input type="checkbox"/> Yes <input type="checkbox"/> No			
Referee <input type="checkbox"/> Yes <input type="checkbox"/> No			

Please continue on a separate sheet if necessary.



Interests & Leisure Activities

Please describe some of the activities you have been involved in. What was your role and what exactly was involved? (e.g. sport, committee, charity, society, project team etc.)

Why do you feel you are suited to the position you have applied for?**Candidate declaration:**

I declare that the information I have provided is true and correct to the best of my knowledge and belief. I accept that providing deliberately false information could result in my dismissal.

Data Protection Act

I give my permission for the company to store and use my sensitive personal data in relation to my application for employment. I understand that this form covers information relating to my ethnic origin, trade union membership, criminal or alleged offences, and my physical and mental health. I also understand that this is not an exhaustive list.

Print Name:

Signed:

Date:

Fair Collection Notice Personal data in this form may only be used in accordance with the company's notification under the Data Protection Act 1998. To comply with statutory and Government requirements, data may be disclosed to external agencies. Personal information will not be disclosed to any other third parties without the consent of the Data Subject. Any queries concerning processing of personal data under the terms of the Data Protection Act should be addressed to the company's Human Resources Department.

Thank you for taking the time to complete this application form.

Returning your application

Please check that you have filled in all sections of this application form and signed the candidate declaration above.

Please return the forms to:

Human Resources Department, Platinum, Park House, Hookstone Park, Harrogate, HG2 7DB