

APPLICATION FOR EMPLOYMENT

Private and confidential
(Please complete using block capitals.)

Position applied for: _____	
Title: _____	Forename(s): _____
Surname: _____	
Address: _____	
Postcode: _____	
N.I. number: _____	
Contact telephone number: _____	
Email address: _____	

Do you hold a current driving license? <input type="checkbox"/> YES <input type="checkbox"/> NO
Groups: _____ Expiry Date: _____
Details of endorsements: _____

Are there any restrictions on you taking up employment in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO
Details: _____

Enterprise Ltd.

Education:		
School/College/University attended	Dates attended From - To	Qualifications received

Do you have any other training qualifications?

Title of course	Qualification received

Other employment - Please note here any other employment you would continue with if you were to be successful in obtaining this position.

Details:

Employment History (starting with most recent first):

Employer Name: _____

Address: _____

Job Title: _____ Period worked from: _____ to: _____

Main Duties: _____

Reason for leaving: _____

Rate of Pay: _____

Employer Name: _____

Address: _____

Job Title: _____ Period worked from: _____ to: _____

Main Duties: _____

Reason for leaving: _____

Rate of Pay: _____

Employer Name: _____

Address: _____

Job Title: _____ Period worked from: _____ to: _____

Main Duties: _____

Reason for leaving: _____

Rate of Pay: _____

Employer Name: _____

Address: _____

Job Title: _____ Period worked from: _____ to: _____

Main Duties: _____

Reason for leaving: _____

Rate of Pay: _____

Please note here your leisure interests, sports and hobbies, other pastimes, clubs/teams you belong to etc.

Details: _____

General comments: Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role.

References: Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

Name: _____ **Position:** _____

Address: _____

_____ **Postcode:** _____

Telephone: _____ **Email:** _____

May we approach the above prior to interview? YES NO

Name: _____ **Position:** _____

Address: _____

_____ **Postcode:** _____

Telephone: _____ **Email:** _____

May we approach the above prior to interview? YES NO

Cautions, rehabilitation and criminal records Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential. Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES NO

If YES, please give details: _____

Special requirements (care sector) - Because this position involves the care of children and/or vulnerable adults employment is dependent on the following:

1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
2. Such disclosure being acceptable to us.
3. Proof of identity - birth or marriage certificate (where appropriate) and passport (if available).
4. Two satisfactory written references.
5. That you will supply a photograph of yourself for retention in your records.
6. Evidence of physical or mental suitability for your work.

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed: _____ Date: _____

All organisations using the Disclosure and Barring Service and/or Disclosure Scotland to help access the suitability of applicants for positions of trust and who are recipients of disclosure information must comply fully with the relevant Code of Practice. Amongst other things this obliges them to have a written policy on the recruitment of exoffenders. This must be given to all applicants for posts where a disclosure will be requested. The code also requires such organisations to have a written policy on the correct handling and safekeeping of Disclosure information.

Enterprise Ltd.

Policy statement on the recruitment of ex-offenders

1. As an organisation using the Disclosure and Barring Service/Disclosure Scotland to assist in assessing applicants suitability for positions of trust, the company complies fully with the relevant Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this, at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

EQUAL OPPORTUNITY MONITORING

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

1. I am Male Female (Please tick)

2. I would describe my ethnic group as: (please tick only 1 box)

A) White English Scottish Welsh Irish

Any other White background, please specify _____

B) Mixed White and Black Caribbean White and Black African White and Asian

Any other Mixed background, please specify _____

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh Indian Pakistani Bangladeshi . Any other Asian background, please specify _____

D) Black, Black British, Black English, Black Scottish or Black Welsh Caribbean African

Any other Black background, please specify _____

D) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group Chinese Any other background, please specify _____

Name:	Signed:	Date:
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HEALTH QUESTIONNAIRE

If the answer is yes to any of the questions on this form, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Have you ever had:	Please delete as appropriate	Additional Information to "Yes" response (Please use a separate sheet, if required)
Tuberculosis, asthma, bronchitis or chest problems?	YES / NO	
Chest pain, heart condition or raised blood pressure?	YES / NO	
Blackouts, fits or attacks of giddiness?	YES / NO	
Depression, mental illness or nervous breakdown?	YES / NO	
Rheumatism or arthritis?	YES / NO	
Back trouble?	YES / NO	
Typhoid, paratyphoid or other infectious disease?	YES / NO	
Digestive or bowel disease?	YES / NO	
Diabetes, thyroid or other gland trouble?	YES / NO	
Bladder or kidney trouble?	YES / NO	
Dermatitis or skin trouble?	YES / NO	
Varicose veins?	YES / NO	
Vision or Hearing problems?	YES / NO	
Any other accident, operation or illness?	YES / NO	
Have you any reason to believe you may be infected with any communicable disease?	YES / NO	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	YES / NO	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	YES / NO	
Any physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? If yes, please specify any special adjustments required in relation to work.	YES / NO	
Do you smoke?	YES / NO	
How many units of alcohol do you drink per week? (1 unit = 1/2 pint beer = 1 glass wine = 1 single whisky)	_____ Units per week on average	

Name:	Signed:	Date:
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