**APPLICATION FOR EMPLOYMENT**

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| --- |
| YOU SHOULD ONLY SUBMIT THIS APPLICATION FORM WHEN APPLYING FOR A SUITABLE VACANCY  (We do not retain speculative applications) |

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy (Job Title): |  | Ref No: |  |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Family name: |  | First name: |  |
| Address: |  | | | Postcode: |  |
|  |  | | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone | Home: |  |  |
| Mobile: |  |  |
| Work: |  | May we telephone you at work? Yes  No |
| Email |  |  |  |

|  |  |
| --- | --- |
| Do you have a full valid driving licence? | Yes  No  (answer only if post requires a licence) |
| Do you have a vehicle available for work? | Yes  No |

**References**

Please give contact details, one of which should be your present or most recent employer. Where you have been in post with your current or last employer (if currently not working) for less than 12 months, we will automatically take up references from your last two employers. Please provide their details. We do not employ people without satisfactory references.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name: |  |  |
| Position: |  |  |
| Relationship: |  |  |
| Company: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Telephone: |  |  |
| E-mail: |  |  |
| May we contact them prior to interview? Yes  No  May we contact them prior to interview? Yes  No | | |

**Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Employer | Salary | Position held and brief outline of responsibilities | Reasons for leaving |
|  |  |  |  |  |

**Education/Qualifications & Training Relevant to Post**

|  |  |
| --- | --- |
| Date | Qualification/Course |
|  |  |

**Skills & Experience Relevant to Post**

Please comment on your ability to carry out the duties and responsibilities for this role, and also demonstrate how you meet role requirements. If required please use an additional sheet and attach to the application form.

|  |
| --- |
|  |

**Rehabilitation of Offenders Act 1974**

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| --- |
| Have you ever been convicted of a criminal offence which is not “spent” under the rehabilitation of Offenders Act 1974 (amended Offender Rehabilitation Act 2014): Yes / No (please delete as appropriate)  If ‘Yes’ please give details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Having a criminal record will not necessarily bar you form working with Beatson Clark.  The company may request you undertake a Disclosure and Barring Service (DBS) check. |

**Asylum & Immigration Act 1996**

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| --- |
| If selected for interview, in line with the above legislation all applicants will be required to produce documentary evidence of their National Insurance number or eligibility to work in the UK. |

**Declarations**

Are you related to or a partner of a Beatson Clark customer, worker or Board member? *(If yes give brief details on a separate sheet)* Yes  No

**Additional Questions**

If you are applying for a temporary position please provide a possible start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to work shifts which may include weekends and nights: Yes  No

For shift based positions applicants must be 18 years of age or above upon their start date. If you are applying for a shift based position please answer the following:

I am under 18  I am 18 or over  Not applicable

To the best of my knowledge there is no reason in respect of my physical or mental health why I would not be able to carry out fully the tasks described for this post. I confirm that the information I have given on this form is correct and complete and that I understand misleading statements may be sufficient grounds for dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Please return the completed form either by e-mail, to the address stated in the covering letter or directly to the HR department by the date specified.

**Equality Monitoring Form – Recruitment**

This form will be detached from your application form upon receipt and the interviewers will not have access to the information during the short listing or interview process.

People seeking employment will not be refused on the grounds of gender, ethnic origin, colour, sexuality, disability, religion or any other definition expressed within the Equality Act 2010.

Completion of this form is voluntary, but it does help us provide a better service if this information is given. Thank you.

THE INFORMATION YOU GIVE ON THIS FORM WILL BE CONFIDENTIAL TO BEATSON CLARK AND USED FOR MONITORING PURPOSES ONLY.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Post applied for: |  |

Gender:

FEMALE  MALE

Ethnic Origin:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White |  | | Mixed |  | |
|  | British |  |  | White and Black Caribbean |  |
|  | Irish |  |  | White and Black African |  |
|  | Other (please give details) |  |  | White and Asian |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Asian and Asian British |  | | Black | |  |
| Indian |  |  | Caribbean |  |
| Pakistani |  |  | African |  |
| Bangladeshi |  |  | Other (please give details) |  |
| Kashmiri |  |  | |  |
| Other (please give details) |  | Chinese | |  |
|  |  | | Other (please give details) | |  |

Do you define yourself as having a disability?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | If yes, please specify |  |

Age:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Under 20 |  | 21 - 30 |  | 31 – 40 |  | 41 – 50 |  | 51 - 60 |  | 61+ |

**Please return completed applications to:**

**HR Department, Beatson Clark Ltd, The Glassworks, Greasbrough Road, Rotherham, South Yorkshire, S60 1TZ**