

Application for employment

Please use a black pen

Position applied for

Company / location

Personal Details

Surname		First name(s)	
Name by which you prefer to be known			
Address		Telephone number (home)	
Postcode		Telephone number (daytime)	
Work permit required? Yes / No	Full driving licence held? Yes / No Any endorsements? Yes / No	National Insurance Number	

Employment Details

Current / Most recent Name of employer Address Telephone number	Type of business	
	Date appointed	
	Temporary / Permanent	Date left
	Starting salary (£)	Present salary (£)
	Other benefits	
Post(s) held and outline of duties		
Reason for leaving / wanting to leave		

Previous employment BEGINNING WITH THE MOST RECENT

Name of employer	Type of business	
Address	Date appointed	Date left
	Salary (£)	Permanent / Temporary
Post(s) held and outline of duties		
Reason for leaving		
Name of employer	Type of business	
Address	Date appointed	Date left
	Salary (£)	Permanent / Temporary
Post(s) held and outline of duties		
Reason for leaving		
Name of employer	Type of business	
Address	Date appointed	Date left
	Salary (£)	Permanent / Temporary
Post(s) held and outline of duties		
Reason for leaving		
Name of employer	Type of business	
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	Salary (£)	Permanent / Temporary
Post(s) held and outline of duties		
Reason for leaving		
Name of employer	Type of business	
Address	Date appointed	Date left
	Salary (£)	Permanent / Temporary
Post(s) held and outline of duties		
Reason for leaving		

Educational and Training Details

Please give the name of all schools, colleges and universities FULL TIME since the age of 11, giving dates attended and examination results.

Dates attended		Name of school, college or university	Examinations taken			Grade obtained
From	To		Qualification	Subject	Year taken	

Please give details of any PART TIME education undertaken / presently being studied.

Dates attended		Name of college or university	Study method ie day/evening release	Qualifications obtained / studying for	Grade obtained (if relevant)
From	To				

Are you presently receiving any study support from your present employer? Yes / No
If so, please give details.

Please give details of any training courses attended which are relevant to the position being applied for.

Further information

Please give details of any leisure interests, active membership of any clubs, teams, societies or professional organisations including any positions of responsibility outside work.

How did this vacancy first come to your notice? (If advertised, please specify publication and date)

Have you previously applied for, been interviewed for or worked in any position within ABP or any subsidiary or associated company? If so, give details including dates.

Are you in good health? Yes / No Do you have a disability which may affect your application? Yes / No
If you do have a disability, please describe it and specify any reasonable adjustment which should be made to the recruitment process and any reasonable adjustment which would enable you to carry out the job. This information will be held in strict confidence and will only be used to ensure that we comply with the Disability Discrimination Act.

Have you any special requirements for interview, if you are selected?

Are you a member of a pension scheme? If so, give details.

State briefly what prompted you to apply for this position and why you feel you are a suitable candidate.

Have you ever been convicted of a criminal offence which has not become spent under the Rehabilitation of Offenders Act? Yes / No

Referees

Please give details below of the relevant person who may be contacted at your present/last employer and at your most recent previous employer (if you have not yet had two employers, give details of other people who know you well).

Name and job title

Name and job title

Address

Address

Telephone number

Telephone number

Declaration

I confirm that all the information I have given on this form is true and complete to the best of my knowledge. I understand and agree that it may be necessary to take measures to confirm the information on this application form. I understand that a false statement or omission may result in the withdrawal of any offer made, or render me liable for disciplinary action up to dismissal, if employed.

Signature

Date

To comply with the Data Protection Principles as set out in the **Data Protection Act 1998**, ABP will ensure the data given on this form is used only for the purpose it is intended. It will be stored securely and not disclosed to any persons unlawfully.

THANK YOU FOR YOUR APPLICATION

Job Vacancy: _____

Equal Opportunities - Monitoring of Applicants

At ABP we aim to ensure the fair and equal treatment of all job applicants and to meet fully the requirements of equal opportunities legislation.

In support of this, we monitor the effectiveness of our Equal Opportunities Policy. We therefore ask you to complete the following questions and return this form with your completed application form.

We can give you the following assurances regarding the information you provide:

- The data on the form will only be used to help us to monitor the effectiveness of our Equal Opportunities Policy (allowing us more easily to collect data on sex and ethnic origin of applicants) and will not be used in any other way.
- This form will be separated from your application form immediately on receipt and will be passed to a member of staff (normally within the personnel team) not involved in the recruitment process.
- This form will be held for a period of 12 months for external auditing purposes.

Once the audit process is complete the form will be shredded.

Please tick (✓) the boxes which apply to you

What is your gender? Female Male

What is your age group?

under 25 25 to 34 35 to 44

45 to 54 over 54

Do you consider yourself to have any disabilities?

Yes No

Please describe your ethnic origin:

These categories are those recommended by the Commission for Racial Equality.

- Asian-Bangladeshi
- Asian-British
- Asian-Indian
- Asian-Pakistani
- Asian-Other (please state)
- Black-African
- Black-British
- Black-Caribbean
- Black-Other (please state)
-
- Chinese
- Mixed-White & Asian
- Mixed-White & Black African
- Mixed-White & Black Caribbean
- Mixed-Other (please state)
-
- White-British
- White-Irish
- White-Other (please state)

Thank You For Your Help