

# Application for Employment

Please complete in **black** ink or type – all sections must be completed.

Please use a tick as appropriate when answering 'yes' or 'no' questions.

Post Applied For Choose an item.

Closing Date Click or tap to enter a date.

National Insurance Number Click or tap here to enter text.

Driving Licence Number Click or tap here to enter text.

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## (Section 1) Personal Details

Title Choose an item.

Surname Click or tap here to enter text.

First Name Click or tap here to enter text.

Current Address Click or tap here to enter text.

Postcode Click or tap here to enter text.

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## (Section 2) Contact Details

Home Phone Number Click or tap here to enter text.

Mobile Phone Number Click or tap here to enter text.

Email Address Click or tap here to enter text.

**I give 365 Support Limited permission to circulate my Mobile Phone Number for overtime purposes**

Click or tap here to enter text. Signed

Click or tap to enter a date. Dated

**(Section 3) Asylum & Immigration Act 1996**

Are you legally authorised to work in the U.K. Yes  No

Do you require a work permit Yes  No

If yes, please state expiry date Click or tap to enter a date.

Does your permit have restrictions, specify Click or tap here to enter text.

**(Section 4) Criminal Record**

Posts are exempt from the provisions of Section (42) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the act and in the event of employment any failure to disclose such convictions could result in disciplinary action or subsequent dismissal from employment.

**Have you had any criminal convictions?** Yes  No

If yes, please give details as below: -

Date	Court	Nature of Offence	Penalty Imposed

Details of driving licence endorsements; if any: - Click or tap here to enter text.

365 Support Limited meet the requirements in respect of exempt questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Criminal Record Check from the Disclosure & Barring Service before appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

**(Section 5) Current Employment Details**

Please provide details of your present employment; if you are not currently working please give the reason as to why not and when you have been in employment since.

Contact Details of Current Employer	Date of Employment From	Job Title Role	Main Duties include.	Salary	Reason for leaving or wishing to leave

Amount of Notice required to give in current role

[Click or tap here to enter text.](#)

Minimum – last 5 years employment history; if not included in current employment details – please continue on a separate sheet if required

Contact Details of Previous Employer	Date of Employment From - To	Job Title Role	Main Duties include.	Salary	Reason for leaving

**(Section 6) Professional Qualifications (including Open Learning/College Courses etc.)**

Qualification Name	Registration/Membership Number	Professional Body	Member Status

**(Section 7) ‘Why are you Applying’ to work with 365 Support Limited?**

1. Why do you think you are suitable for the role you have applied for with our company and can you tell us what you excel at (good at) and what you feel you struggle with (find difficult) either in your day to day work or home life in relation to the job you are applying for?

Click or tap here to enter text.

2. What hobbies do you enjoy to do in your spare time?

Click or tap here to enter text.

**(Section 8) Disability Committed Status**



Under the Equality Act (2010) people with a disability or a health condition are entitled to ‘reasonable adjustments’ during the recruitment process.

Please let us know in writing to this application form if you require any reasonable adjustments, due to disability, you wish us to take into account when considering your application.

Reasonable adjustments are things like different coloured paper for reading material, larger text, altering the time of the interview, or making the interview room accessible for you.

## **(Section 9) References**

You must provide a minimum of **two** references. At least one of which should be your current or most recent employer (unless this is not applicable – see below). Employment references must cover continuous employment for the previous 24 months. References **must not be** a relative or somebody already working for 365 Support Limited. The company reserves the right to contact any of your former employers.

Upon offer of employment, please confirm that 365 Support Limited can contact your referees listed below

Yes  No

If no, please give reason

Click or tap here to enter text.

### Referee 1 – Current or last Employer

Name Click or tap here to enter text.

Job Title Click or tap here to enter text.

Relationship to Referee (e.g. previous Line Manager) Click or tap here to enter text.

Company Contact Details Click or tap here to enter text.

Company Address Click or tap here to enter text.

### Referee 2 – Character Referee

Name Click or tap here to enter text.

Job Title Click or tap here to enter text.

Relationship to Referee (e.g. neighbour) Click or tap here to enter text.

Individual Contact Details Click or tap here to enter text.

Contact Address Click or tap here to enter text.

## **(Section 10) Declaration**

I declare that to the best of my knowledge that the information I have given on this Application Form is correct. I understand that any false or misleading information given by result in the withdrawal of an offer of employment, or in my dismissal if appointed.

I agree that if appointed to a position within the company, this information will be retained in my personnel file during my employment and for up to a period of time specified if I leave within the Data Protection Act (soon to change to General Data Protection Act 2018).

I agree that if I do have any declarations that these can be discussed with my immediate Service Lead and or Link Manager to enable support to myself and the company during my employment.

I understand that, in the event of being short-listed for interview, I will be required to complete a confidential declaration in respect of details of any criminal convictions, cautions, reprimands and final warnings and any other information which may have a bearing on my suitability for the post.

I understand that an Enhanced Disclosure may be sought in the event of a successful application and that if appointed any false statement later revealed may result in disciplinary action against me, including dismissal.

I agree that if I have or gain a second role of employment other than that to 365 Support Limited I will declare this immediately so that roles can be monitored in line with Working Time Regulations.

Signature      Click or tap here to enter text.      Dated      Click or tap to enter a date.

End of Formal Application Form

# Your Diversity – Confidential

Please tick as appropriate

## Section (1) How did you hear about this vacancy?

- |  |   |
|--|---|
| <input type="checkbox"/> Website       | <input type="checkbox"/> Job Centre Plus/Government Gateway |
| <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Internal Vacancy                   |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Social Media e.g. Facebook/Twitter |

Other (please specify) [Click or tap here to enter text.](#)

## Section (2) Disability

Under the terms of the Equality Act 2010, a person has a disability if she/he has physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability    Yes        No   

## Section (3) Ethnic Group

- |                       |                          |   |                          |
|-----------------------|--------------------------|---|--------------------------|
| White – British       | <input type="checkbox"/> | Asian or Asian British – Bangladeshi      | <input type="checkbox"/> |
| White – Irish         | <input type="checkbox"/> | Asian or Asian British – Other Background | <input type="checkbox"/> |
| White – Other         | <input type="checkbox"/> | Black or Black British – Caribbean        | <input type="checkbox"/> |
| Mixed – White/African | <input type="checkbox"/> | Black or Black British – African          | <input type="checkbox"/> |
| Mixed – White/Asian   | <input type="checkbox"/> | Black or Black British – Other Background | <input type="checkbox"/> |
| Other                 | <input type="checkbox"/> | Chinese/Other Background                  | <input type="checkbox"/> |

## Sexual Orientation – how would you describe your sexual orientation?

- |              |                          |                   |                          |       |                          |
|--------------|--------------------------|-------------------|--------------------------|-------|--------------------------|
| Heterosexual | <input type="checkbox"/> | Homosexual        | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Bisexual     | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |       |                          |

## Religion

Yes        No        Describe [Click or tap here to enter text.](#)



Registered Office, 1 Sussex Road, Southport, PR9 0SS

Sex

Male

Female

Age Range

18 – 21

22 – 35

35 – 50

55 – 70

Thank you for taking your time to complete this form, all details are used for monitoring purposes only.