

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

*If you require, for the reason of a disability, for this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact Julie Millard, HR and Training Manager. This will in no way be detrimental to your application.*

**Please write clearly, with names and addresses in BLOCK CAPITALS**

### 1. Application Form

Position applied for

Job Ref

### 2. Prepared to Work

Full time ☐ Part time ☐ Shift work ☐ Not applicable ☐

### 3. Personal Details

Title

First name

Last name

Address

Telephone numbers

Private

Work

Mobile

E-mail

Do you own a car?

Yes ☐ No ☐

Have a current driving licence?

Yes ☐ No ☐

Provisional

Yes ☐ No ☐

Full

Yes ☐ No ☐

HGV

Yes ☐ No ☐

Have you any current endorsements?

Yes ☐ No ☐

If yes, give details

### 4. Health

Do you consider yourself to have a disability?

Yes ☐ No ☐

If yes, please tell us if there are any 'reasonable adjustments' we could make to assist you in your application or with our recruitment process:

<b>5. Languages</b>			
Do you speak or read a foreign language?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give details			
<b>6. Secondary Education</b>			
School name/address and dates attended		Examinations (subject/result, etc)	
<b>7. Further Education and Training</b>			
University/College	Type of course	Subjects	Qualification or class of degree and date achieved
<b>8. Occupational Qualifications</b>			
College/Institute or other name		Qualification/Level and date achieved	
<b>9. Membership of Professional Body</b>			
Name		Level	

<b>10. Employment</b> <i>(if you have more than three previous employers please provide a CV)</i>	
<b>Present/last employer</b>	<div style="border: 1px solid black; height: 20px;"></div>
Dates of Employment (From-To)	<div style="border: 1px solid black; height: 20px;"></div>
Address	<div style="border: 1px solid black; height: 40px;"></div>
Job title	<div style="border: 1px solid black; height: 20px;"></div>
Duties/responsibilities	<div style="border: 1px solid black; height: 40px;"></div>
Reason for leaving	<div style="border: 1px solid black; height: 20px;"></div>
Notice period required	<div style="border: 1px solid black; height: 20px;"></div>
Finishing pay	£      pa
<b>Other most recent employer</b>	<div style="border: 1px solid black; height: 20px;"></div>
Address	<div style="border: 1px solid black; height: 40px;"></div>
Dates of Employment (From-To)	<div style="border: 1px solid black; height: 20px;"></div>
Job title	<div style="border: 1px solid black; height: 20px;"></div>
Duties/responsibilities	<div style="border: 1px solid black; height: 40px;"></div>
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Finishing pay	£      pa
<b>Other most recent employer</b>	<div style="border: 1px solid black; height: 20px;"></div>
Address	<div style="border: 1px solid black; height: 40px;"></div>
Dates of Employment (From-To)	<div style="border: 1px solid black; height: 20px;"></div>
Job title	<div style="border: 1px solid black; height: 20px;"></div>
Duties/responsibilities	<div style="border: 1px solid black; height: 40px;"></div>
Reason for leaving	<div style="border: 1px solid black; height: 20px;"></div>
Finishing pay	£      pa

**11. Relevant skills and experience (please continue on separate sheet if necessary)**

**12. General**

Are you related to a current employee or Trustee at Sir Josiah Mason Trust? If yes, to whom?

Y / N

Interests/hobbies (give details of pastimes, sports, etc)

Offices held in social/sports clubs, etc

Public duties (JP, local councillor, etc) undertaken

**It is the policy of this organisation that all members of staff must have an Enhanced DBS disclosure as part of the recruitment process.**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes ☐ No ☐

*(Note: The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.)*

If yes, give details

If offered this position will you continue to work in any other capacity?

Yes ☐ No ☐

If yes, give details

<b>13. Work Permits</b>		
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are successful in your application would you require a work permit to work in the UK?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>14. Community/Volunteer Experience</b>		
Name and address of organisation	Position/title	Duties
<b>15. Referees</b>		
<b>Work reference (current or most recent employer)</b>		
Name	<div style="border: 1px solid black; height: 20px;"></div>	
Address	<div style="border: 1px solid black; height: 100px;"></div>	
Organisation	<div style="border: 1px solid black; height: 20px;"></div>	
Occupation	<div style="border: 1px solid black; height: 20px;"></div>	
Telephone number	<div style="border: 1px solid black; height: 20px;"></div>	
E-mail address	<div style="border: 1px solid black; height: 20px;"></div>	
<b>Work reference (previous employer)</b>		
Name	<div style="border: 1px solid black; height: 20px;"></div>	
Address	<div style="border: 1px solid black; height: 100px;"></div>	
Organisation	<div style="border: 1px solid black; height: 20px;"></div>	
Occupation	<div style="border: 1px solid black; height: 20px;"></div>	
Telephone number	<div style="border: 1px solid black; height: 20px;"></div>	
E-mail address	<div style="border: 1px solid black; height: 20px;"></div>	

**16. Recruitment Policy    *This organisation embraces equality & diversity in all areas of activity***

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, religion or belief, marital status, age or disability.

I confirm I have the permission of the referees I have provided on the form to pass their personal details to you. I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

**17. Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

SJMT has a legitimate interest in processing your personal data during the recruitment process and for keeping records of the process; your personal data will be kept for the duration of the recruitment process and for a period of time thereafter. Should you be employed this information will be kept for the duration of your employment and for a period of time following this. You have the right to request a copy of the data we hold for you. Our full Privacy Policy can be accessed on our website [www.sjmt.org.uk](http://www.sjmt.org.uk).

**Signature**

**Date**

**This completed form should be returned (before the closing date stated above) to:**

**Administrative Assistant**

**Sir Josiah Mason Trust**

**Mason Court**

**Hillborough Road**

**Solihull, West Mids B27 6PF**

Please email to : [enquiries@sjmt.org.uk](mailto:enquiries@sjmt.org.uk)

**Please note due to the high volume of applications we receive, if you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.**