

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?
	Provisional Yes ☐ No ☐		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:

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

10. Employment <i>(if you have more than three previous employers please provide a CV)</i>	
Present/last employer	
Dates of Employment (From-To)	
Address	
Job title	
Duties/responsibilities	
Reason for leaving	
Notice period required	
Finishing pay	£ pa
Other most recent employer	
Address	
Dates of Employment (From-To)	
Job title	
Duties/responsibilities	
Reason for leaving	
Finishing pay	£ pa
Other most recent employer	
Address	
Dates of Employment (From-To)	
Job title	

Duties/responsibilities	
Reason for leaving	
Finishing pay	£ pa

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

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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

13. Work Permits

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes ☐ No ☐

If you are successful in your application would you require a work permit to work in the UK?

Yes ☐ No ☐

14. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

15. Referees

Work reference (current or most recent employer)

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Work reference (previous employer)

Name

Address

Organisation

Occupation

Telephone number

E-mail address

16. Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British	☐	Mixed – White and Black Caribbean	☐	Asian/Asian British – Indian	☐
White – Irish	☐	Mixed – White and Black African	☐	Asian/Asian British – Pakistani	☐
White – Other	☐	Mixed – White and Asian	☐	Asian/Asian British – Bangladeshi	☐
		Mixed – Other	☐	Other Asian Background	☐
Black/Black British – Caribbean			☐	Chinese	☐
Black/Black British – African			☐	Other	☐
Black/Black British – Other			☐	Male ☐	Female ☐

17. 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.

18. 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.

Signature	
Date	
Where did you see the advertisement for this post?	
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 <u>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.</u>	