

Position applied for:	Job Ref:
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Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

### Confidential

#### SECTION 1 – PERSONAL DETAILS (block capitals please)

Surname:		Initials:	
Former surname: (if different)		Preferred name or title: (optional)	
Address:	County:	Tel no (home):	
		Tel no (business):	
		Tel no (mobile):	
Postcode:		E-mail address:	
National Insurance no:		Are you eligible to work in the UK?	YES /NO* *delete as applicable
Nationality:			
If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.			
If you already have a work permit, when does it expire? (please note that your current work permit may not be valid for this post)			

#### SECTION 2 – EDUCATION & PROFESSIONAL QUALIFICATIONS (original documents as proof of qualification will be required at interview)

Secondary school/ College/ University	Dates		Examinations Taken	Date	Result
	From	To			

Professional qualifications currently held: (how obtained, grade and date)

Other relevant educational or training courses: (with dates)

**SECTION 3 – PRESENT POST**

Title of Post:		Salary:	
Name of Employer:		Business of Employer:	
Address:	Date Commenced:		
	Date Ended: (if applicable)		
Please outline your responsibilities, to whom you report and staff responsible to you: (if applicable)			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you <b>are not</b> available for interview:			

**SECTION 4 – PREVIOUS EMPLOYMENT** (please use continuation sheet if necessary)

Name & address of Employer	Position held	Employed from-to	Reason for leaving	Final salary
Description of duties:				
Name & address of Employer	Position held	Employed from-to	Reason for leaving	Final salary
Description of duties:				
Name & address of Employer	Position held	Employed from-to	Reason for leaving	Final salary
Description of duties:				
Name & address of Employer	Position held	Employed from-to	Reason for leaving	Final salary
Description of duties:				

**SECTION 5 – RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE & YOUR REASONS FOR APPLYING FOR THIS JOB**

**SECTION 6 – OTHER INFORMATION**

What activities outside work interest you?

Do you hold a current driving licence?	YES /NO* *delete as applicable	Do you have access to a car?	YES /NO* *delete as applicable
Licence no:		LGV Class: (where applicable):	
Expiry Date:		Endorsements/Convictions:	

**INTERVIEW PROCESS**

Do you require any reasonable adjustments to attend for interview?

YES /NO\*  
\*delete as applicable

If “YES”, please do not disclose any medical information but give some indication of the type of reasonable adjustment you require.

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975**

Have you any convictions that are not spent under the Rehabilitation of Offenders Act?

YES /NO\*  
\*delete as applicable

If “YES”, please provide further details: (spent convictions do not have to be declared)

**SECTION 7 – REFERENCES**

<b>Referee 1</b>		<b>Referee 2</b>	
Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
Tel No.:		Tel No.:	
E-mail Address:		E-mail Address:	
Fax No.:		Fax No.:	
Please state if we may obtain this reference prior to interview	YES /NO* *delete as applicable	Please state if we may obtain this reference prior to interview	YES /NO* *delete as applicable

**SECTION 8 – DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
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The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment and employment.

Please return your completed application form to: -

**The HR Department, R. Plevin & Sons Ltd, Cheshire Street, Mossley, Ashton-under-Lyne, OL5 9NG**

**☎01457 838444**

**☎01457 832911**

## GUIDANCE NOTES – APPLICATION FORM

The application form plays an important role in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself. You may complete the form on a word processor but please use the appropriate headings and format.

### **Section 1 – Personal Details**

Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

### **Section 2 – Education & Professional Qualifications**

List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

### **Section 3 – Present Post**

Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job. Should you be selected for the role “your reason for leaving or wishing to leave” may be verified if we take references per section 7 below.

### **Section 4 – Previous Employment**

Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs. Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

### **Section 5 – Relevant Skills, Abilities, Knowledge & Experience**

This section is vital. Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required. You may have acquired these in a variety of ways (e.g. through work, running a home, voluntary work, hobbies etc). Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

### **Section 6 – Other Information**

A simple list will suffice unless positions held and the skills/experience attained is directly relevant to the position for which you are applying.

### **Section 7 – References**

Should you be selected for the role we will want to take up referees as outlined below. However, if possible we would like to do this earlier in the process.

*Employment references* – please provide referee(s) details to cover recent relevant employment.

*Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history; please supply the details of a school/college tutor.

*Personal references* – if you have no previous employment please give details of someone who can provide a character reference. We reserve the right to take up references from any previous employer.

### **Section 8 - Declaration**

This section must be signed by the applicant. It is a declaration of the validity of the information in the application and confirms that misleading information would be sufficient grounds for terminating employment.

## GUIDANCE NOTES – EQUALITY ACT 2010 (“THE ACT”)

Plevin welcomes applications from all sectors of the community and we particularly wish to employ more people with disabilities within our workforce. We want to support you through the application process. The Company is committed to offering fair and equal opportunities to applicants with disabilities during the recruitment process and will endeavour to provide additional help and support where needed. If you believe you are disabled under the definitions given within the Act please tick the appropriate box on the application form. This will help ensure you are given all the help and support possible throughout the selection process and, if successful, your employment with us. All job applicants are strongly advised to read this before completing the relevant sections on the application form.

### Defining a disabled person

A person has a disability if **all** of the following apply: -

- They have a physical or mental impairment: and
- The impairment affects their ability to carry out normal day to day activities; and
- The impairment has a substantial adverse effect; and
- The adverse effect is long term.

### What impairment covers

Impairment covers both physical and mental impairments. These can include: -

- Sensory impairments, for example sight and hearing;
- Mental impairments, for example learning disabilities, dyslexia and mental illness;
- Physical impairments, for example mobility problems and amputated limbs;
- Conditions that worsen over time, for example HIV and multiple sclerosis; and
- Severe disfigurement (here there is no need to demonstrate that the impairment has a substantial adverse effect on the ability to carry out normal day to day activities).

### Normal day-to-day activities

Normal day to day activities are those carried out daily or on a regular basis. These activities must be normal for a large number of people for example, getting dressed, preparing food, walking etc.

### Substantial adverse effect

A substantial adverse effect is something which has more than a minor or trivial effect and is beyond the normal differences in ability which exist among people. For example, where a person can carry out day to day activities in pain or with difficulty this can amount to substantial adverse effect.

NB Any medication or treatment will be disregarded when classifying a person as disabled. For example, where a person with a hearing impairment uses a hearing aid, the question will be *were it not for the hearing aid would the person suffer substantial adverse effect*.

### Long term adverse effect

A long term adverse effect is an impairment which:

- Has lasted or is likely to last for at least 12 months; or
- Is expected to last for the rest of a persons life unless they have less than 12 months to live; or
- Is degenerative/progressive, e.g. HIV, cancer or multiple sclerosis, even if no adverse effects are shown at the time of diagnosis.

### Severe disfigurements

People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day to day activities.

### Pre-employment health screening

Prospective employers can ask health-related questions before short-listing or making a job offer if it is necessary for them to do so for one or more reasons permitted by the Act. These are situations where:

- The employer needs to establish whether the employee is fit to undergo an assessment, or whether the employer has a duty to make reasonable adjustments in connection with an assessment;
- The employer needs to establish whether the job applicant will be able to carry out a function that is intrinsic to the job concerned;
- The employer wishes to undertake diversity monitoring;
- The employer is considering taking positive action in relation to disabled persons; or
- It is a genuine requirement of the job that the employee has a particular disability.

A question that does not fall within one or more of these exceptions will be prohibited. Asking a prohibitive question does not of itself give a job applicant a tribunal claim. However, if a job applicant who had been asked a prohibited question does bring a claim of disability discrimination, the burden will be on the employer to prove they have not discriminated.

### Reasonable adjustments

Once a disability is identified the Company will comply with s.6 of the Act in making reasonable adjustments where required. The Company will consider: -

- Whether there is a need to make reasonable adjustments – e.g. do the premises or practices place the disabled employee at a substantial disadvantage?
- Whether the adjustments are possible – i.e. are there any steps the employer could take to remove this substantial disadvantage?
- Whether it is reasonable for the Company to make such adjustments.

Where the Company does not know of the employee's disability and the effect of such disability, they will be exempt from any duty to make reasonable adjustments. This exemption does not apply, however, where the Company ought to have known that the employee was disabled and the employee's disability was liable to affect the employee in the manner set out in s.6 of the Act.

**PREVIOUS EMPLOYMENT – CONTINUATION SHEET**

Name & address of Employer	Position held	Employed from-to	Reason for leaving	Final salary
Description of duties:				
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Description of duties:				

In accordance with our Equal Opportunity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name in order to enable us to monitor applications at the short-listing and appointment stage.

All information supplied will be treated in confidence and will not be seen by staff directly involved in the appointment. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Thank you for your help.

1. GENDER  Male

Female

2. PREFERRED TITLE  Miss  Mr  Mrs

Ms  Dr  Other:

Full Name

3. MARITAL STATUS  Married  Single  Separated

Divorced  Widowed  Other:

4. ETHNIC ORIGIN  White British  White Irish  White Other

Black/Black British  Asian  Asian British

Chinese  Mixed  Other:

5. DISABILITY Do you consider yourself to be disabled under the Equality Act 2010?  Yes

(The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 – defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities).  No

If yes, what is the nature of your disability? (optional)

6. AGE RANGE  16 – 24  25 – 34  35 – 44

45 – 54  55 – 64  65+

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