

Application for employment

| 1. Position applied for | | |
|---|---|---|
| <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> | | |
| Available to start: | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| Have you done this kind of work before? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Have you previously applied for a position or been employed by Swayne & Partners? If so, please give details. | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | |
| Where did you see this job advertised? | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| 2. Personal Details | | |
| Name | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| Address | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | |
| Telephone numbers | Private | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| | Work | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| | Mobile | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| | E-mail | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 3. Education | | |
| Schools attended (from age 13) | Dates | Examinations (subjects/results) |
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| Further education and training | Examinations (subjects/results) | |
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6. General

Do you hold a valid driving licence?

Yes No

Please give details of any endorsements on your licence

Have you ever been convicted of a criminal offence?
(Declaration subject to the Rehabilitation of Offenders Act 1974)

Yes No

If yes, give details

Please give details of membership of any professional bodies

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

Yes No

If yes, give details

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 your application is successful would you require permission to work in the UK?

Yes No

Please give details of any restrictions to your right to work in the UK.

Do you have any special requirements that we need to be aware of during the selection process?

Yes No

If yes, give details

7. References

Please give the details of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. One of these must normally be your current / most recent employer; the other should be someone who has known you for more than 5 years.

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Name

Address

Organisation

Occupation

Telephone number

E-mail address

How long have you known this person?

Tick box if you do not wish your current employer to be contacted before an offer of employment is made.

8. Recruitment Policy

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, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

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.

Declaration:

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

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature

Date

9. For Office Use Only