



APPLICATION FOR EMPLOYMENT

Please complete and return to Enquiries.JeminiResponse@outlook.com

OFFICE USE:					
DATE RECEIVED:		INTERVIEW DATE:		SCHEDULE 3:	YES/NO
RIGHT TO WORK:	YES/NO	POSITION OFFERED:	YES/NO	POSITION ACCEPTED:	YES/NO

POSITION APPLIED FOR:				
FULL-TIME	PART-TIME	DAYS	NIGHTS	SPONSORSHIP

PERSONAL DETAILS:		
NAME	Title:	
	Forename(s):	
	Surname:	
	Preferred name:	
CONTACT INFORMATION	Address:	
	Postcode:	
	Email:	
	Contact number:	

CURRENT DRIVING LICENCE:			
	Current Licence:	YES	NO
	Car Owner:	YES	NO
	Details of endorsement(s)		
	How will you travel to & from work:		

RIGHT TO WORK:	
	Are there any restrictions on you taking you Employment in the UK:
	YES

EMPLOYMENT HISTORY: (please give at least 5 years of employment & account for any gaps in employment. Use a separate sheet if necessary)

LAST/ CURRENT EMPLOYER	Name of Employer:	
	Address:	
	Dates of Employment:	From _____ To _____
	Job role:	
	Duties:	
	Reason for leaving:	
	Notice Period:	
PREVIOUS EMPLOYMENT #2	Name of Employer:	
	Address:	
	Dates of Employment:	From _____ To _____
	Job role:	
	Duties:	
	Reason for leaving:	
PREVIOUS EMPLOYMENT #3	Name of Employer:	
	Address:	
	Dates of Employment:	From _____ To _____
	Job role:	
	Duties:	
	Reason for leaving:	

OTHER EMPLOYMENT:

	Please note any other employment that you would continue with if you were to be successful in obtaining the position:

REFERENCES: (One referee should be your present or most recent employer, the other can be a character referent who is not a family member and has known you for over 4 years)

REFERENCE #1	Title:	
	Forename(s):	
	Surname:	
	Address:	
	Postcode:	
	Email:	
	Contact number:	
	Position:	
REFERENCE #2	Title:	
	Forename(s):	
	Surname:	
	Address:	
	Postcode:	
	Email:	
	Contact number:	
	Position:	

GENERAL COMMENTS:

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role.

CRIMINAL RECORD:

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please detail any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974. If you have none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service.

Are you, or have you ever been subject to any police investigation or conviction in this country or any other country?

YES

NO

If yes, please provide further details:

DATA PROTECTION:

We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.

We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for.

DECLARATION:

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.

I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

SIGNED:

DATE: