



EMPLOYMENT APPLICATION



DO NOT ENCLOSE A CV AS IT WILL BE REMOVED BEFORE SHORT-LISTING TAKES PLACE

Please complete this form using black ink.
It is important that you complete the form as fully as possible

VACANCY DETAILS	
JOB APPLIED FOR:	JOB REF:
PERSONAL DETAILS	
SURNAME	FIRST NAME/S
ADDRESS	WORK TELEPHONE:
	HOME TELEPHONE:
	MOBILE TELEPHONE:
	E-MAIL ADDRESS:
	NATIONAL INS. NO.

REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of a criminal offence / received a police caution / reprimand or warning YES / NO

Are you currently the subject of a criminal investigation or charges YES / NO

If you have answered **YES** to either of the above questions, please give details on a separate sheet and put it in a sealed envelope attaching it to the form. This information will only be used if you are short-listed, otherwise it will be destroyed unopened. Please ensure that you write your name and the title of the position you are applying for on the front of the envelope.

Please return your completed application to:

Strictly Confidential
Human Resources
Longhurst Group Ltd
Leverett House, Gilbert Drive
Endeavour Park, Boston
Lincolnshire PE21 7TQ

Telephone No. 01205 319625
Direct Fax No. 01205 365293
Email: apply@longhurst-group.org.uk

1. SECONDARY EDUCATION**SCHOOL ATTENDED****QUALIFICATIONS GAINED**

2. FURTHER EDUCATION**UNIVERSITY / COLLEGE ATTENDED****QUALIFICATIONS GAINED**

State level of grade and date achieved

3. PRACTICAL TRAINING/OTHER EXPERIENCE**DETAIL APPRENTICESHIPS, TRAINING SCHEMES, IT SKILLS, COURSES AND SEMINARS ATTENDED****DETAIL OF OTHER STUDIES BEING UNDERTAKEN AT PRESENT**

4. WORK / VOLUNTARY EXPERIENCE

Please give details of any work / voluntary experience (include positions of responsibility)

5. MEMBERSHIP OF PROFESSIONAL BODIES

NAME OF INSTITUTE / PROFESSIONAL BODY	CURRENT LEVEL OF MEMBERSHIP (EG; Corporate)	MEMBERSHIP NO. Include date obtained

6. EMPLOYMENT HISTORY

Please list all previous jobs dated to the nearest month, starting with your most recent.

You should include all periods of work experience / work placements

NAME & ADDRESS OF PRESENT / MOST RECENT EMPLOYER: _____

POSITION HELD _____

DATE FROM _____ **TO** _____

SALARY & MAIN BENEFITS _____

NOTICE REQUIRED _____

DESCRIPTION OF MAIN RESPONSIBILITIES / DUTIES

WHY DO YOU WISH TO CHANGE YOUR CURRENT EMPLOYMENT?

7. PREVIOUS EMPLOYMENT HISTORY				
EMPLOYED		NAME & ADDRESS OF EMPLOYER	JOB TITLE Main Responsibilities / Duties	REASON FOR LEAVING
FROM	TO			

If you require further room please continue on a separate sheet, clearly marking it with your name and the position you are applying for.

Are there any gaps in your employment history? **YES / NO**
 If yes, please give details

8. ADDITIONAL INFORMATION

Please provide further information below to support your application. **PLEASE DO NOT ENCLOSE A CV AS IT WILL BE REMOVED BEFORE SHORT-LISTING TAKES PLACE.** Provide details of what you think you can contribute to this position and the elements of a job you enjoy. Please give us details of your experience and skills that meet the requirements of the job.

Please continue on a separate sheet if necessary (up to a maximum of 2 sides of A4)

Are you available for interview on the date advertised?

YES / NO

Do you have a full driving licence?

YES / NO

Give details of any driving endorsements/disqualifications:

Do you have access to a car?

YES / NO

9. REFERENCES

We need two references, one of which must be from your current or previous employer. If this is your first job, personal references from college principles, tutors or someone in a position of authority who knows you well will be acceptable. (please read the guidance notes before completing this section)

Business/Personal (please delete as appropriate)	Business/Personal (please delete as appropriate)
Mr/Mrs/Miss/Ms/Other_____	Mr/Mrs/Miss/Ms/Other_____
Name_____	Name_____
Position_____	Position_____
Relationship_____	Relationship_____
Address_____	Address_____
_____	_____
_____	_____
Telephone_____	Telephone_____
Email_____	Email_____

DECLARATION:

The information I have given in this application is correct. I understand that any false statement could result in my employment being terminated without notice should I be successful.

I note that Longhurst Group conforms to requirements under the Data Protection Act and I understand that all unsuccessful applications are confidentially destroyed after 6 months. *Please tick*

Print Name: _____

Signature: _____ Dated: _____

10. EQUAL OPPORTUNITIES

We operate an Equal Opportunities Policy and are required to report to our Regulators and Boards on this subject for monitoring purposes. Under the terms of the Data Protection Act, this information will only be used to monitor our compliance with the law. Information collated below will be treated as strictly confidential and is not passed to those involved in the short-listing process. The Human Resources Department detaches these pages. If you do not wish to answer this questionnaire, your application will not be affected in any way.

Ethnicity

- | | | | |
|----------------------------------|--------------------------|----------------------------------|--------------------------|
| White: British | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| White: Irish | <input type="checkbox"/> | Asian/Asian British: Indian | <input type="checkbox"/> |
| White: Other | <input type="checkbox"/> | Asian/Asian British: Pakistani | <input type="checkbox"/> |
| Mixed: White and Black Caribbean | <input type="checkbox"/> | Asian/Asian British: Bangladeshi | <input type="checkbox"/> |
| Mixed: White and Black African | <input type="checkbox"/> | Asian/Asian British: Other | <input type="checkbox"/> |
| Mixed: White and Asian | <input type="checkbox"/> | Black/Black British: Caribbean | <input type="checkbox"/> |
| | | Black/Black British: African | <input type="checkbox"/> |
| | | Other | <input type="checkbox"/> |
| Mixed: Other | <input type="checkbox"/> | | |

Gender

- Male Female Gender Reassignment

Age

- Under 24 25-34 35-44 45-54 55-64 65 or over

Sexual Orientation

- Heterosexual Homosexual Bisexual
Prefer not to state

Religion / Belief

- Christian Muslim Buddhist Hindu
Sikh Jewish No Religion Scientology
Prefer not to say
Other Religion (please state) _____

Work Permit

If you require a work permit, do you have a current valid permit? **YES / NO / Not Applicable**

Disability

Longhurst Group is committed to the employment of disabled people. We will offer an interview to anyone with a disability whose application meets the minimum criteria for the job. The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability?

YES / NO

If yes, please state your disability:

If you have particular requirements for an interview or selection test please give us details below: (eg; Signer required)

How did you hear about this vacancy? Name of newspaper, jobcentre, website, word of mouth etc

- | | |
|--|---|
| <input type="checkbox"/> Newspaper* (please specify) | <input type="checkbox"/> Job centre |
| <input type="checkbox"/> Our website | <input type="checkbox"/> Other website* (please specify) |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Professional journal* (please specify) |
| <input type="checkbox"/> Other* (please specify) | |

* Please give details: _____
