



APPLICATION FOR EMPLOYMENT

POST TITLE			
PERSONAL DETAILS - CONFIDENTIAL			
Surname/Family Name	First/Other Names	Title (Mrs, Mr, etc.)	Date of Birth
Address:		Preferred Contact Tel No: Work / Home / Mobile E-mail address:	
Post Code		National Insurance Number:	
Do you require a work permit?	Yes No	If you already hold a work permit when does it expire? / /	
Details of present or (if unemployed) last job			
Name and Address of Employer & Contact Details		Post Title:	
		Grade:	Employed in this job
		Salary:	From: To:
Give a brief description of your present, or (if unemployed) your last job:			
If this is your previous employer, because you are currently unemployed, please give reason for leaving:			
If you are successful will this be your only job? Yes No If 'No' state weekly hours and nature of additional work			
What period of notice are you required to give?			
And / OR What is the earliest date you could start if offered the job?			



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DETAILS OF ALL PREVIOUS EMPLOYMENT

Start with your most recent job (please give reasons if there are periods when you haven't worked)

Name and address of employer	Job title	Grade, salary (approximate if known)	Dates employed		Brief job details	Reason for Leaving
			From	To		

Important: Continue any section on a separate sheet if necessary but please ensure that your name and National Insurance number is entered on the top right of the sheet. You must complete ALL parts of the form.



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PERSONAL STATEMENT

Please state why you think you are suitable for this job.

Please describe what relevant qualities you can bring to this job, giving both work and non-work examples as appropriate, as to how you meet the requirements of the job.

Relevant Experience:

Skills:

Knowledge:

Interpersonal/Communication Skills:

Competencies:

Further Information to support your application:

Important: Continue any section on a separate sheet if necessary but please ensure that your name and National Insurance number is entered on the top right of the sheet. You must complete ALL parts of the form. We do not accept C.V.s on their own, or accompanied by a partly completed application form.



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RELEVANT SKILLS, QUALIFICATIONS & TRAINING

Please give details of qualifications obtained and training received which are relevant to the job for which you are applying

Educational and Vocational Qualifications	Level	Grade	Date Obtained

Professional Qualifications/Membership of Professional Bodies	Grade/Class	Date Obtained

Relevant Training and Development (Specify valid dates for statutory training e.g. first aid).	Date

Driving licence/car/motorcycle ownership (This section need only be completed if driving is mentioned as an essential requirement of the job). **Please tick the appropriate box.**

Do you have you a full current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have full access to a car/ motorcycle?	Car	Yes <input type="checkbox"/> No <input type="checkbox"/>
	M/c	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have any current penalty points please give details in the space below:



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DISABLED APPLICANTS

Under the equality Act 2010, a disability is defined as a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day to day activities.

We are committed to interviewing all disabled applicants who meet the essential criteria of the job and therefore those short listing are made aware of all disabled applicants based on the relevant response on this form. Applicants invited to interview will be asked to let us know of any reasonable adjustments which are needed to ensure the interview is accessible.

Do you consider yourself to be disabled? Yes No

If you have a disability please give details in the space below of any adjustments you may need to carry out the duties of this post:

If you are short-listed will you need any assistance at the interview? Yes No

Please give details:

REFERENCES

Please give details of two referees. **One must be your current or most recent employer**, and should not be normally relatives, unless they are either your current or previous employer.

Name:
 Organisation and Position:
 How do you know them?:
 Address:
 Post Code: Tel:
 E-mail address*:

Name:
 Organisation and Position:
 How do you know them?:
 Address:
 Post Code: Tel:
 E-mail address*:

*** If an email address is provided this will be our preferred method of communication**

We normally take up references before interview if you are short-listed. Can we contact this referee at this stage?
 Yes No

We normally take up references before interview if you are short-listed. Can we contact this referee at this stage?
 Yes No



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IMPORTANT – PLEASE READ CAREFULLY

CRIMINAL RECORD INFORMATION – Any information you provide under this section will not be seen by recruiting managers until after applicants have been short-listed. Please read the Disclosure of Criminal Record Information Sheet.

Do you have any criminal record information that the Company requires you to disclose?

Yes
below)

No

(If “Yes”, please give details in the appropriate sections(s)

UNSPENT CONVICTIONS

Nature of Offence	Date of Offence	Sentence/ Order	Date of Sentence/ Order	Location of Court	Full name at time of Offence/ Sentence/Order*

PROSECUTIONS PENDING

Nature of Alleged Offence	Date of Alleged Offence	Court Date (if known)	Location of Court	Full name at time of Alleged Offence*



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SPENT CONVICTIONS (including cautions, reprimands and final warnings)					
Nature of Offence	Date of Offence	Sentence/ Order	Date of Sentence/ Order	Location of Court	Full name at time of Offence/ Sentence/Order*
DISQUALIFICATION ORDER					
Are you the subject of a Disqualification Order? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please give details below:					
Nature of Offence	Date of Offence	Date of Order	Location of Court	Full name at time of Offence/ Order*	
GOVERNMENT DEPARTMENT LISTS e.g. Department for Education and Skills' List 99 or Department of Health's Protection of Children Act List (PoCAL).					
Nature of Offence/Reason for Inclusion on the List	Date of Offence	Date of Inclusion on List	Name of List (e.g. List 99 or PoCAL)	Full name at the time of the Offence/ Inclusion on List(s)*	

*if different from the name you are using now

<p><u>Declaration</u> <u>I declare</u> that I have read the Disclosure of Criminal Record Information Sheet . I have provided all the information required by the Company for the post for which I am applying.</p> <p style="margin-top: 20px;">Signed _____ Date _____</p>

DISCLOSURE OF CRIMINAL RECORD INFORMATION SHEET

SPENT/UNSPENT CONVICTIONS -REHABILITATION PERIODS

The following sentences become spent after fixed periods from the date of the conviction (not the completion of the punishment).

Sentence ¹	Rehabilitation Period People aged 17 or under when convicted	Rehabilitation Period People aged 18 or over when convicted
Prison sentences ² of 6 months or less	3½ years	7 years
Prison sentences of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines, compensation, probation ³ , community service/community punishment orders, combination orders ⁴ , action plan, drug treatment and testing and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

The Crime and Disorder Act 1998 introduced a new custodial sentence for young people with different rehabilitation periods:

Sentence	Rehabilitation Period People aged 12,13 or 14 when convicted	Rehabilitation Period People aged 15,16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

With some sentences the rehabilitation period varies:

Sentence	Rehabilitation period
Probation ⁵ , supervision, care order, conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

¹ Cautions, reprimands and final warnings become spent immediately

² Including suspended sentences, youth custody and detention in a young offender institution

³ For people convicted on or after 3.2.95. Probation orders are now called community rehabilitation orders

⁴ Combination orders now called community punishment and rehabilitation orders

⁵ For people convicted before 3.2.95



EQUAL OPPORTUNITIES

KWL is fully committed to equal opportunities in employment. No job applicant or employee will be treated less favourably because of their:-

Disability, Sex, Being a Lesbian or Gay Man, Race, Colour, Nationality, Ethnic or National Origins, Religion, Creed, Marital Status, Responsibility for Dependants, HIV or Aids status, Age (unless a statutory age requirement exists), Home Address, Social or Economic Status or Criminal Record (except where relevant to the post or covered by statute).

DECLARATION

In submitting this application (whether signed or not) I declare that I am the person referred to on the form and that the information I have given in all parts of this application is true, complete and correct and authorise KWL to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand that if I give incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary proceedings likely to result in my dismissal from employment.

In accordance with Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.

I also agree to the information contained in this application being processed under the Data Protection Act 1998, for statutory returns and in relation to forming any contract of employment.

Signed: _____ Date: _____

Important Reminder: You must complete all parts of the form and return it to the HR Department at Kingstown Works Limited, Connaught Road, Kingswood, Hull, HU7 3AP.

We do not accept C.V's on their own, or accompanied by a partly completed application form.

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

To monitor the effectiveness of our recruitment methods, where did you see this vacancy advertised?

(Please tick the appropriate box.)

Hull Daily Mail Newspaper	
Hull Jobs Website	
Recruitment Agency	
KWL Website	



CONFIDENTIAL

EQUAL OPPORTUNITIES IN EMPLOYMENT – MONITORING

IMPORTANT: This form is not part of the selection process. Please complete in full.

Full name:	Date of Birth:
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Position applied for:	Post reference number:
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What is your gender? Male Female

Choose one section from a) to e) which best describes your ethnic group, then tick the appropriate box to indicate your cultural background.

Ethnic Group

a) White	<i>Please tick</i>
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background <i>(please write in)</i>	<input type="checkbox"/>

b) Mixed	<i>Please tick</i>
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other Mixed background <i>(please write in)</i>	<input type="checkbox"/>

c) Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background <i>(please write in)</i>	<input type="checkbox"/>

d) Black or Black British	<i>Please tick</i>
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background <i>(please write in)</i>	<input type="checkbox"/>

e) Chinese or Other Ethnic Group	<i>Please tick</i>
Chinese	<input type="checkbox"/>
Any other <i>(please write in)</i>	