|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for: | Caretaker/ Grounds Maintenance | **Post Number:** |       |

|  |
| --- |
| Application Form |

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| --- |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |       | Last Name: |       |
| **First Names:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |
|  |
| **Home Telephone Number:** |       |
| **Mobile Telephone Number:** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance Number:** |   |   |   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | [ ]  | No | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a full UK driving licence?**  | Yes | [ ]  | No | [ ]  |
|  |
| **If yes, Do you have any points or convictions etc? :** |
|  |
|  |  |  |  |  |

|  |
| --- |
| **Please state current Salary Package including benefits & holidays:**  |

|  |
| --- |
| **You are required to provide evidence of the above details at your interview by bringing with you:*** **Proof of eligibility to work in the UK (Passport / Birth Certificate etc)** [ ]
* **Driving Licence & Counterpart** [ ]
* **Your last 3 months wage slips** [ ]
 |

|  |
| --- |
|  |
| **Section 2 Rehabilitation of Offenders Act** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes | [ ]  | No | [ ]  |
| Have you any prosecutions pending? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence:       |

|  |
| --- |
| **Section 3 Health** |

|  |  |
| --- | --- |
| Number of days absent in the last 2 years: |        |

|  |  |
| --- | --- |
| Please state number of times in the last 2 years: |       |
|  |
| Are you registered disabled? | **YES** [ ]  **No** [ ]  |

|  |
| --- |
| If yes please provide your disability number and details:        |
|  |
| **Section 4 Education** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date To** | **Name of School** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |

|  |
| --- |
| **Section 5 Employment Record** |

**Please list chronologically, starting with current or last employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Date From:**  | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
|  |  |  |  |  |

 **Section 6 Personal Attributes**

|  |
| --- |
| **Use this section to add any further information which directly relates to your suitability for this position.**  |

|  |
| --- |
| **Section 7 References** |

|  |
| --- |
| **Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)** |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Their Position (job title):** |  | **Their Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Relationship:** |  | **Work Relationship:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation:** |  | **Organisation:** |  |
| **Dates Employed:** | **From:**  | **To:** | **Dates Employed:** | **From:**  | **To:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone No:** |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

|  |
| --- |
| **Section 8 Declaration** |
| **I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.**  |
|  | Signed: |  | **Date:** |  |  |
| Blackstock management Organisation undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Tangerine Group Limited may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. [ ]  |
| **Section 9 Recruitment Monitoring Form** |

|  |
| --- |
| This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes. |

|  |  |
| --- | --- |
| Application for the post of: |       |

|  |
| --- |
| To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM. |

|  |
| --- |
| What is your Ethnic Group? |
| Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. |

|  |  |  |  |
| --- | --- | --- | --- |
| A. White |  | D. Black or Black British |  |
| White UK | [ ]  | Black Caribbean | [ ]  |
| Irish | [ ]  | Black African | [ ]  |
| White non-UK | [ ]  | Any other Black background(please give details): | [ ]  |
| Any other White background(please give details): | [ ]  |       |  |
|       |
| B. Mixed |  | **E. Chinese or other ethnic group** |  |
| White & Black Caribbean | [ ]  | Chinese | [ ]  |
| White & Black African | [ ]  | Vietnamese | [ ]  |
| White & Asian | [ ]  | Any other ethnic background(please give details): | [ ]  |
| Any other Mixed background(please give details): | [ ]  |       |  |
|       |
| C. Asian or Asian British |  | 1. **I do not wish to provide this**

 **information** | [ ]  |
| Indian | [ ]  |
| Pakistani | [ ]  |
| Bangladeshi | [ ]  |
| Any other Asian background(please give details): | [ ]  |
|       |

|  |
| --- |
| **Section 9 Recruitment Monitoring Form continued** |

|  |
| --- |
| Gender |
| Male | [ ]  | Female | [ ]  |

|  |
| --- |
| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details: |
|       |

|  |
| --- |
| Age Group |
| 16-25 | [ ]  | 26-35 | [ ]  | 36-45 | [ ]  |
| 46-55 | [ ]  | 56-65 | [ ]  | 66-70 | [ ]  |
| Over 70 | [ ]  |

|  |
| --- |
| Media |
| Please state where you saw this post advertised |
|       |

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|  |