



## JOB APPLICATION FORM

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets. **Please also send a copy of your recent CV with this form.**

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### Job details

Position Applied For	
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### Personal details

Surname		Maiden Name	
First names			
Title (select as appropriate)			
Address			
Email address			
Daytime telephone number			
Mobile			
Home			
National Insurance No.			
Country of Birth			
Date of Birth			
Do you require a work permit?			
If so, What is your VBS Number.?			

## 5 Year Address History

Please enter your 5-year address history including the month where possible.

From:		To:	
Address			
From:		To:	
Address			
From:		To:	
Address			
From:		To:	
Address			
From:		To:	
Address			
From:		To:	
Address			

## Present employment

Job title	
Name and address of employer	
Date commenced with employer	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	

## Previous employment

Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work and any work experience from leaving school (continue on a separate sheet as necessary)			
Name & Address	From / To (exact dates)	Position	Reason for leaving


### **Breaks in Employment**

<p>Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. <i>(please continue on a separate sheet if necessary)</i></p>		
<b>From (exact dates)</b>	<b>To (exact dates)</b>	<b>Reason for break:</b>

### Education and qualifications

Please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

## Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.  
*(Please continue on a separate sheet if necessary)*

Course Title	Organisation	From / To

## Membership of Professional Institutes

Please indicate whether membership is by examination

Institute	Level of membership	Year of Award

## Driving Licence

Do you hold a current Driving Licence? (select as applicable)			
If YES, please state the type of licence you hold			
Driver Licence Number			
Valid From		Valid To	
Do you have any current endorsements? (select as applicable)			
If YES, please specify:			

## Why are you applying for this job?

Please mention any specific skills or experience that meets the requirements of the job. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary).

Is there anything personal, private or financial that would make you unsuitable to work with Children or vulnerable adults?  
(If YES please elaborate on continuation sheet)



## References

Please provide three references. One must be your present or last employer (where applicable) and another second employer. If you have not been employed previously, please provide academic and character references.

**A job offer will not be made without satisfactory references.**

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

For posts within, employment references will be automatically sought. Please contact us immediately if this is a cause for concern.

<b>Present/last employer</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview?	
<b>Second Employer</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview?	
<b>Personal Referee or course tutor (if applicable)</b>	
Name	
Address	
Tel No:	
Occupation	
Email Address	
May we contact this referee prior to interview?	

## Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?	
Have you ever been the subject of any allegations in relation to the safety and welfare of children and/or vulnerable adults, either substantiated or unsubstantiated?	
If you have answered yes to any of the above questions, you must supply details on the continuation sheet.	
I have attached details requested	

## Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) in accordance with the Rehabilitation of Offenders Act 1974. The post you have applied for carries exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed. All appointments are subject to an enhanced DBS check. N.B. Declaration of convictions will not necessarily bar you from employment.


Have you ever been convicted of a criminal offence? (select as applicable)	
Are there any alleged offences outstanding against you?	
If YES to any of the above, please give details in a sealed envelope marked 'strictly confidential', or via a separate email. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	

## Declaration of Interests

Do you have any relationships with any person employed by or connected with Alliance Recruitment Consultants?	
If YES, please give full details (stating department and job title):	

Before commencement of any employment within Alliance Recruitment Consultants, you MUST provide 3 proofs of identity before the DBS is completed, one of which MUST be a utility bill confirming your address.

## Declaration

I declare that the information given both on this application form, disclaimer form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.	
Signed:	
Date	
Print name	
<b>If form has been completed electronically</b> please place an 'x' in this box to indicate your consent →	
 <b>Data Protection Act 1998</b> <p>(Alliance Recruitment Consultants) will only process the information you have provided in this form for the purpose of recruitment and selection and, if you are successful in securing this position, for purposes relating to your employment.</p> <p>Your details will be kept both electronically and in hard copy. We will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.</p>	

## How to return your form

Please send your completed application form **via email to [info@alliancerecruit.co.uk](mailto:info@alliancerecruit.co.uk)**

Completed forms can also be posted to:

**42 Chipstead Valley Road  
Coulsdon  
CR5 2RA**

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system introduced in August 2006. In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope.

Please note if we do not contact you within 4/6 weeks of the published closing date (or in the absence of a closing date, within 4/6 weeks of the date on which you submitted your

application), then you have not been short listed for an interview. All applicants' details are kept on file for 6 months.

In the meantime may we take this opportunity to thank you for your application and for your interest in Alliance Recruitment Consultants.

## **CONFIDENTIAL: Equal Opportunities in Employment – Monitoring Form**

**This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Alliance Recruitment Consultants aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce. The Company's Equality of Opportunity Policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job. As part of this process we monitor our recruitment processes to identify whether minority groups are being treated equitably.

This information will not affect the consideration of your application.

Job applied for			
Location			
How did you learn of this vacancy?			
Age		Date of Birth	
Gender	M <input type="checkbox"/> F <input type="checkbox"/>		

### ***Ethnic Origin***

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed below, or a combination of them, or something more specific.

Please identify your ethnic origin either by putting an 'x' in ONE of the boxes below or by giving your own description in the space provided.

a. White	British	Irish	Gypsy/Romany	Other White background
b. Mixed	White & Black Caribbean	White & Black African	White & Asian	Other Mixed background
c. Black Black British	Caribbean	African	Any other Black background	
d. Asian Asian British	Indian	Pakistani	Bangladeshi	Other Asian background
e. Other ethnic Groups	Chinese	Other (Please specify) <input type="checkbox"/>	_____	

### ***Disability Guidance***

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

The Disability Discrimination Act 2005 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

Do you consider yourself to be disabled as set out in the Disability Discrimination Act? (select as applicable)	Yes	No
If YES, please describe your disability.		
If you need any assistance to attend or participate in the interview, please give details.		

## Religion

Please identify your religion by putting an 'x' in ONE of the boxes below.

Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other religion	<input type="checkbox"/>
No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

**Continuation Sheet**

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