

Application for Employment



Position Applied for:	Ref No:
Applicant Ref No:	Closing Date:
<p>Please complete this form and provide the supporting statement using Black Ink. Do not send your CV as this will be disregarded. Please note that interview invitations will be sent by email.</p>	

Personal Information			
Surname		Forename(s)	
Title:		Preferred name	
Permanent Address		Contact Details	
		Home	
		Mobile	
		Work <small>(if convenient)</small>	
Postcode		NI Number	
Email Address			

Professional Memberships			
Please give details of any professional memberships you hold			
Awarding Body		Grade	

Referees			
Name and address of two referees (one of whom <i>must</i> be your current/most recent employer)			
Name		Name	
Address:		Address	
Postcode		Postcode	
Tel No:		Tel No	
Email address		Email address	
Relationship	Line manager	Relationship	

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Education and Training			
Please include details of <i>all</i> educational and vocational qualifications and training completed			
Date	School/College/University	Subject	Qualifications

Present Employer, or most recent if unemployed			
Name & Address		Main Duties	
Job Title		Department	
Start Date		Annual Salary	
Notice period/Date Left		Reason for Leaving	

Previous Employment

Please give details of your working experience, including work experience training schemes & voluntary work starting with the employer previous to your present/most recent employer and working backwards. Please account for any gaps in your work record since leaving school.

Name, Address and Business of Employer	Date Employed Month/Year from – to	Job Title and Main Duties	Salary	Reason for Leaving

Supporting Statement

Please use the following space to give further information that will help us to decide whether or not to invite you for interview (continue on separate sheets if necessary).

You should include in your statement:-

- Why you want to apply for this post.
- How your skills/experience match the job description and person specification.
- Any details of other interests/voluntary work relevant to the post.

Additional Information

Do you have regular access to a car?	Yes		No	
Do you have a valid full driving licence?	Yes		No	
Do you have any unspent convictions?	Yes		No	
Would you be willing to consider a Job Share?	Yes		No	
Do you require a work permit or a letter of permission to work in the UK?	Yes		No	
How did you learn of this vacancy? (please be specific)				

Disability Monitoring

More Time is striving to be an equal opportunities employer and guarantees an interview to those people with disabilities who meet the essential criteria for the job.

So that we can meet this commitment, could you please confirm whether or not you have an impairment that affects your day to day activities.

The Equality Act 2010 defines disability as:

A 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 to have a disability? (Yes/No)

If **yes**, please give details and indicate whether you would need any help/special equipment to enable you to carry out the duties outlined in the job description

Please state any considerations that may help you if you are invited for interview.

Data Protection Act 1998

The information supplied on this form may be held on computer, and/or held as manual data. All the information supplied by you is strictly confidential and will only be used for the purpose of recruitment and personnel administration. Please note that we have the right to reject an application without giving a reason.

I certify that the information in this application is accurate and complete to the best of my knowledge. I understand that the company may decline my application without giving reason.

Signed:

Date:

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended

This post is exempt from the above and you are therefore
required to complete the section below.

Post Applied for:		Reference Number:	
<p>The work for which you are applying involves working with vulnerable people, and is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any pending prosecutions or convictions you may have, and any cautions, reprimands or warnings. More Time is also entitled, under arrangements introduced for the protection of vulnerable people, to check with the Disclosure and Barring Service (formerly the CRB) for the existence and content of any criminal record of the successful applicant. Information received from the DBS will be kept in strict confidence.</p> <p>The disclosure of a criminal record, or other information, will not debar you from the appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision More Time will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to More Time's Equal Opportunities Policy. Failure to declare a conviction, caution or bind over may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.</p> <p><i>Please enter below details of convictions for any offence (including traffic convictions and appearances before a court martial) or formal cautions by police for any offence or any cautions, reprimands or warnings.</i></p>			
<p>If you have no such convictions, cautions, reprimands or warnings, please state this to be so.</p>			
<p>I recognise that if I fail to declare a conviction, caution, reprimand or warning, this may disqualify me from appointment or result in summary dismissal if the discrepancy comes to light.</p>			
Signed:		Date:	

Any respondent wishing to e-mail the completed document back to us will be asked to sign the declarations should they be invited for interview.

More Time, Unit 2, IES Centre, Horndale Avenue, Aycliffe Business Park,
Newton Aycliffe, County Durham, DL5 6DS

www.moretimeonline.com

Tel 01325 731160 Email Julie@moretimeonline.com

In the interests of economy we are unable to acknowledge receipt of applications. If you do not hear from us within 6 weeks of the closing date your application has been unsuccessful.

Equal Opportunities Monitoring



Post Applied for:

Ref No:

- We aim to be an Equal Opportunities Employer and we select staff solely on merit. In order to monitor the effectiveness of our Equal Opportunities Policy, we ask all applicants to provide the information below.
- The information will only be used for monitoring purposes and will be treated as confidential and will not be seen by the selection panel.
- Monitoring the profile of our work force and users is an important element in ensuring our practices are effective. It also enables us to use positive action within the terms of the Race Relations, Sex Discrimination and Disability Discrimination Acts.

Gender					
Male		Female		Transgender	

1. Please indicate which ethnic group you feel describes you most			
White – British		Mixed – White and Black Caribbean	
White – Irish		Mixed – White and Black African	
White – Other		Mixed – White and Asian	
Asian or Asian British – Indian		Black or Black British – Caribbean	
Asian or Asian British – Pakistani		Black or Black British – African	
Asian or Asian British – Bangladeshi		Black or Black British – other	
Asian or Asian British – Other		Other Ethnic Group	
Chinese		Prefer not to say	

2. Please indicate which religious affiliation you feel describes you most								
Christian	Muslim	Hindu	Jewish	Sikh	Buddhist	Other	None	Prefer not to say

3. Please indicate which sexual orientation you feel describes you most closely			
Heterosexual	Gay	Bisexual	Prefer not to say

Would you describe yourself as disabled?		
Yes		No