



PRIVATE AND CONFIDENTIAL

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APPLICATION FOR EMPLOYMENT

Please complete in **FULL** and send to
Email: info@teessidepersonnel.co.uk **Phone:** 07526 286963

Position applied for:

Full Time

Part Time

Bank

Personal Details

Title:

Forename(s):

Surname:

Address:

Postcode:

Home telephone:

Mobile telephone:

Email address:

Education

Date

Qualification and Grade

Institution

Training

Course Title

Training organisation

Membership of Professional/Technical Bodies (if applicable)

Name of organisation

Grade/Category of membership

Employment Record

Please provide a complete employment history since leaving education, starting with the most recent. Continue on a separate sheet if necessary. Please note dates and give reasons for any gaps **dating back 10 years** between jobs, paid or unpaid

Dates
From-To

Name & Address of Employer

Job Title and Duties

Reason for leaving

PERSON SPECIFICATION

What can you bring to this role?

Please explain why you are interested in this post and what you can bring to it. Describe how your skills, personal qualities, and experience, including any voluntary work or interests, relate to the job requirements, as outlined in the Job Description. Please do not just attach your CV. Continue on a separate sheet if necessary.



Teesside Personnel

National Insurance number	_____	
Do you have a current full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you over the age of 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the use of a car for work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any driving endorsements? (if yes, explain below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many days have you been absent from work due to illness in the past two years?	_____	
Please give dates and details of absences	_____	

Referees

We require your consent to contact and obtain **two** references using the contact details you provide, before you commence employment. Please give the names of two business referees (one of which should be your present or most recent employer, who had line management responsibility for you) and one other previous employer. If there is any difficulty with providing a reference from any of these sources, you may be required to provide a third person.

I confirm that I have given my consent for Teesside Personnel to contact you to obtain a reference on my behave.

Signed..... Name.....

Current or last employer referee

Name:	Position:
Address:	Company:
EMAIL:	Phone number:

Previous employer referee

Name:	Position:
Address:	Company:
EMAIL:	Phone number:

Can we approach your current employer before an offer of employment is made? Yes / No

Are you currently eligible for employment in the UK? Yes / No

Do you have any restrictions on your right to work or remain in the UK? Yes / No

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK. Please confirm that, if you are offered a position, which of the following documents you would be prepared to supply and allow us to make a copy of:
(Please indicate with a tick / include ID number where applicable)

UK or EEU Birth Certificate which must include name of parents	
Registration or Naturalisation Certificate	
Work Permit issued by Work Permits UK	
Home Office issued letter indicating permission for indefinite stay in the UK with no restrictions	
P45/P60 from previous Employer	
National Insurance Number	
UK Residence Permit from a EEAA state or Switzerland	
Home Office Application Registration Card permitting employment	
Passport	
Note: EEAA = European Economic Area Agreement	
Driving Licence Number	

Rehabilitation of Offenders Act 1974

Due of the nature of the work for which you are applying, we need to be satisfied about your character and suitability. All offers of employment are subject to a satisfactory police check from the Disclosure and Barring Service. You are required to divulge any police cautions, or convictions in a court of law, no matter where or when they occurred (including spent convictions). This post is not protected by the Rehabilitation of Offenders Act 1974.

Teesside Personnel undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared. All information will be treated in the strictest confidence and will only be taken into account where the context makes it absolutely essential; this will depend on the nature of the position and the circumstances and background of offences. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment.

Have you ever been cautioned or convicted of a criminal offence, or do you have any investigations/hearings pending? Yes No

If yes please provide full details and continue on a separate sheet if necessary.

Offence and date charged	Circumstances behind offence

Use a separate sheet of paper if you need to record more information

Do any of the above offences relate to vulnerable people or children? Yes No

I confirm I have read and understood the above paragraph and have disclosed all relevant information.

Signed _____ Date _____

Declaration

Please read this carefully, then sign and date your application

I declare that the information I have given in this application is, to the best of my knowledge, complete and accurate. I understand that if, after appointment, any information is found to be inaccurate; this may lead to the withdrawal of any offer of employment made or termination of subsequent employment.

Signed _____ Date _____

Reasonable Adjustments



If invited for interview are there any adjustments that are required?

YES / NO

Please detail below the adjustments that are required and their purpose. **This is not used as part of the selection process.**

Collection & Storage of your Data & Information

Successful Applications

Should your application be successful, and you are then employed by Teesside Personnel we will securely store your information throughout your employment and for a further six years should your employment come to an end, after which it will be professionally shredded. We will not unlawfully share or sell your information with any third parties.

Unsuccessful Applications

Should your application not be successful we will hold any information we collect on you for six months after which it will be professionally shredded, and no further copies will be held. We will not unlawfully share or sell your information with any third parties.

Your rights

- Request access to any data and information held on you
- Request that data and information be forgotten/removed
- opt out at any time

Please sign to confirm you understand and agree with the above

Name.....**Signature**.....Date.....



Teesside Personnel

Equality of Opportunity

Teesside Personnel is committed to being an equal opportunities employer. To make this meaningful we need to monitor the effectiveness of our equality policy, this includes being non-discriminate under the Equality Act 2010. We would be grateful if you could provide us with the following information. The information you provide will not be used as part of the recruitment selection process. This form will be separated from your application form and treated in the strictest confidence we will not share your information with any other parties.

Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
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<p>Ethnic Origin: This is not about nationality, place of birth or citizenship its refers to the group you believe you belong to</p> <p>White</p> <p>English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>Any other</p> <p>Mixed/Multiple Ethnic Groups</p> <p>White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>Any other.....</p> <p>Asian/Asian British</p> <p>Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>Any other.....</p> <p>Black/African/Caribbean/Black British</p> <p>African <input type="checkbox"/> Caribbean <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>Other Ethnic Group</p> <p>Please write on..... Prefer not to say <input type="checkbox"/></p>

<p>Religious Beliefs:</p> <p>No religion or belief <input type="checkbox"/> Christian <input type="checkbox"/> Catholic <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p> <p>Any other</p>
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<p>Do you consider yourself to have a disability or on going health condition?: Yes / No</p> <p>If answered yes, please give details of what could affect or impact of your disability or health condition on your ability to perform to your best within the role you are applying for? This information is for monitoring purposes only. If you believe you need a 'reasonable adjustment' then please discuss this with the manager running the recruitment process.</p>
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<p>How did you hear about us?</p>
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Thank you for completing this form