

R.W RESOURCES LTD EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR:

DAY SHIFTS . NIGHT SHIFTS . OTHER .

What position/hours will suit your current circumstances?

PERSONAL INFORMATION

Surname: Mr/Mrs/Ms/Miss		Forenames:	
Have you used any other names? If yes, please provide details: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Full Address & Postcode:		Telephone numbers	
Post Code:		Home:	
Email address:		Mobile:	
		Date of Birth:	
		National Insurance Number:	
Do you have a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If there are any endorsements on your driving licence, please give details below:			
Emergency Contact Detail:			
Name:		Relation to you:	
Numbers:		Email:	
Landline:			
Mobile			

EMPLOYMENT HISTORY

Beginning with your most recent employer please list all employment since you finished full time education, explaining any gaps between. Please continue on a separate sheet if necessary.

Date (MM/YY)		Name & address of employer	Job title	Duties and responsibilities:	Reason for leaving
From	To				

Cover Letter

This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. Please continue on a separate sheet if necessary.

RIGHT TO WORK

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

If applicable, what date did you enter the UK?

Have you ever lived or worked outside the UK for more than 6 months? 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 tick to indicate

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 Card	

UK Residence via a European Economic Area Agreement stata (EEAA) or Switzerland	
Home Office Application Registration Card permitting employment	
Passport	

ADDRESS HISTORY

Have you been living at your current address for 5 year or more? Yes No
 If not, please provide us with the addresses you have lived at for the last 5 years:

First line of address:	Postcode:

HOW DID YOU HEAR ABOUT US?
 For recruitment monitoring purposes.

DBS

Do you have a DBS Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is your DBS on the update service?	Yes <input type="checkbox"/> No <input type="checkbox"/>

CONSENT, DISCLOSURE AND CONFIRMATION

Consent

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

I consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now 'protected' and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick one of the following statements:

I confirm that I have **NO criminal convictions**, cautions, warnings, reprimands or bind-overs; not barred or disqualified from working with children, or subject to a prohibition order

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Confirmation

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

OTHER INFORMATION

Have you ever been dismissed from a previous employer? Or has any form of disciplinary action ever been taken against you? Yes No

Have you at any time been the subject of a Person in a Position of Trust Investigation? Yes No

Have you ever been refused work with Children/ Young people or Vulnerable Adults / refused registration by Ofsted / refused an application to adopt? Yes No

If you have answered yes to any of the above, please provide as much information as possible:

REASONABLE ADJUSTMENTS

Are there any adjustments you require if called to interview? Yes No
If yes, detail the adjustments and purposes. This is not used as part of the selection process.

REFERENCES

(No references will be requested without your written consent.)

Reference 1 Name:	Company	Position held
Telephone	Email address	
Email address:		
Refence 2 Name:	Company	Position held
Telephone	Email address	
Email address:		

DECLARATION

(Please read this carefully before signing the application)

I agree that any offer of employment is subject to satisfactory vetting.

I confirm that the information supplied by me on this form and all documents required, with this application are complete and correct and that any untrue or misleading information will give you the right to terminate any employment contract offered.

Please email your application to: info@rwresources.co.uk

Full Name:

Signed:

Dated: