

The Right HR solution for you ...

HRSolutions (GB) Limited



Solving YOUR HR and Payroll needs

Application of Employment	FOR OFFICE USE	
Tel: 01522 – 751999	Acknowledged	Interview Date
Email: accounts@hrs.gb.com	Interview Time	Result Notified

Application for the post of	
How did you hear about this vacancy?	

Section A – Personal Details			
Last Name	Title	First Name(s)	Male/Female
Previous Name (if applicable)		Nationality	
Address		Telephone Number	
Postcode		a) Home	
Email		b) Work (if we may call you there)	
		c) Mobile	
		If the job details indicate that the use of a car is required, do you have	
		- a car available for work? YES/NO	
		- a current clean driving licence? YES/NO	
		- any previous motoring offences? YES/NO	

Do you have the Right to Work in the UK?	Yes / No (<i>Please delete</i>)
If appropriate, please state the expiry date of your Right to Work in the UK and/or your work permit.	Expiry Date:
Note: You will be required to provide evidence of your Right to Work in the UK if we make you an offer of employment.	

Section B – Letter of Application

Please include with this form, a letter of application outlining your suitability and the requirements for the Post, details of your experience and your reasons for applying being limited to 2 sides of A4 font Arial size 12.

Section C - Education and Training – please complete all sections

Secondary Education					
Name(s) of Secondary Schools	Dates		Qualifications achieved		
	From	To	Subject	Level/Grade	Date

Further or Higher Education				
Place of Education	Dates		Subjects	Qualifications/Level achieved
	From	To		

Personal Achievements e.g Duke of Edinburgh Award

Professional Courses Attended/Training (e.g. Management, Professional, etc)					
University/College/Institute or other name	Dates		Qualifications achieved		
	From	To	Subject	Level	Date

Successful applicants will be required to provide original documentary evidence of all qualifications stated above.

Membership of Professional Associations			
Professional Body	Status of Membership	Membership by exam? Yes/No	Since

Section D - Employment History *(Please Explain Any Gaps In Employment History Since Leaving Full Time Education)*

Please provide a full history, in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Show start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment, for example, raising a family, unpaid voluntary work, time travelling.

Job Title or Position Name & address of other employer or description of activity	Job Title or Position	Full or Part Time	Dates (DD/MM/YYYY) From - To	Reason for leaving	Salary FTE and actual salary

Main Duties in current role				
Notice required to terminate present appointment	Yes		No	
Notice required to be given	1 Month		Other	

Criminal convictions (Please read this section carefully)

All applicants are required to provide full details about any criminal record they may have. The successful applicant will be required to make an application to the Disclosure & Barring Services (DBS) for disclosure under the provisions of the Police Act (1977).

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad. For specified offences, adult cautions for specified offences and all convictions that resulted in a custodial sentence. Under the Criminal Justice and Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a "regulated position".

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You must also inform us if you are on /Barred list, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on Gov.uk website.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Following the shortlisting process for this role you will be asked to complete a Self-Declaration for any criminal cautions or convictions. We will treat the information you provide as "Strictly Confidential" and we will only take this into account when the conviction/caution is relevant.

The post you are applying for is subject to a DBS Disclosure.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

If you are a foreign national or a UK resident who has ever lived or worked abroad, you must obtain a Certificate of Good Conduct from that country(ies) Embassy in the UK. For example, if you have worked in France, you must obtain a Certificate of Good Conduct from the French Embassy in the UK.

DBS Update Service

Are you a registered member of the DBS Update service through payment of an annual subscription? YES/NO

If **Yes**, do you give consent to HR Solutions (GB) Limited to carry out a Status Check on sight of your original certificate? YES/NO

SignatureDate.....

To enable a Status Check to be carried out, please provide the following information, along with your Original DBS Certificate:

Applicant's Surname
(as shown on DBS Certificate): _____

DBS Certificate Number: _____

Section F – Outside Interests and Activities

Please state briefly below, what your main leisure interests and hobbies are, particularly where these are relevant to the position for which you are applying

Section G – Referees

Referees - If you are in employment, one of your referees must be your current employer.

Your second referee should ideally be a professional from a different place of work. If you are at present unemployed, one of your two referees should be your last employer; a person who knows you as a helper or volunteer. The referees must not be from the same employer or school. *(If you have worked in an educational establishment this should be the Headteacher).*

Name and Address of Referee from your current/last employer
(must not be a relative or partner)

Postcode

Telephone

Mobile No

Email

Job Title

Relationship to applicant

Known Since

Type of reference (Academic/Character/Work):

Name and Address of Second Referee
(must not be a relative or partner)

Postcode

Telephone

Mobile No

Email

Job Title

Relationship to applicant

Known Since

Type of reference (Academic/Character/Work):

References will be taken up after shortlisting and before interview.

May we contact your past/present employer if you are shortlisted?

May we seek details of your absence record if you are shortlisted

YES/NO

YES/NO

Section G – Reference Declaration

In compliance with the General Data Protection (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiry date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of the enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing this application form I am consenting to my named referees being contacted in accordance with the above.

Are you, to your knowledge, related to or a personal friend of any employee or Director at HR Solutions (GB) Limited Yes / No

If Yes	NAME:	RELATIONSHIP:
	POSITION HELD:	

A candidate who fails to disclose their relationship may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

DECLARATION

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service, if offered the post I will be asked to agree to a check being made by the Disclosure & Barring Service about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to a Director.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire.
5. If offered the post if I give any false information on this form, it may lead to my dismissal
6. Providing any misleading or false information to support my application, or canvassing staff directly or indirectly, will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.

Signature

Date

If the job you are applying for requires you to travel, please answer the following two questions.

1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points.

Provisional <input type="checkbox"/>	Full <input type="checkbox"/>	Eligible to drive a minibus (category D1) <input type="checkbox"/>	Other <input type="checkbox"/>	None <input type="checkbox"/>
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Details of endorsements or penalty points.

2. Do you have regular access to a car?

Yes No

If you do not have regular access to a car, can you provide alternative mobility?

Yes No

Data Protection Act 1998 and General Data Protection Regulations 2018

We will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.

Please tick to confirm your consent to the above. Yes No

Entitlement to work in the UK - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK).