

PRIVATE & CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

<i>FOR OFFICE USE ONLY</i>	
JOB TITLE:-	POST NO:-
CLOSING DATE FOR APPLICATIONS:-	

GUIDANCE NOTES FOR APPLICANTS

1. Before completing this application form, please read all the guidance notes (1 to 17), the job description, the person specification and any other information which may have been sent to you with this form.
2. When you have read all the instruction supplied, please complete ALL sections of this form in black ink or type.
3. Remember that you will be short-listed by comparing the information supplied on this application form (and if applicable, any supplementary information sheets attached to the application form) with the person specification.
4. Therefore, it is VERY IMPORTANT that your application shows that you meet each one of the points detailed in the person specification.
5. Van Elle Ltd regards itself an equal opportunities employer and aims to make sure that employees and potential employees are not discriminated against on any of the following grounds:- sex, marital status, ethnic origin, colour, nationality, disability or any other grounds for discrimination not prohibited by legislation, such as sexual orientation, age etc.
6. If you have a disability we will make any reasonable arrangements to accommodate this at interview. If you need any special arrangements to be made please tell us about them in the appropriate section of this application form.
7. To assist with our equal opportunities policy, may we ask you to complete the monitoring sections on this application form. This information will be used only for monitoring purposes and will be treated as confidential.
8. If you are related to anyone who works for Van Elle Ltd you must state this on the application form. If you fail to do this, you may, if appointed, be liable for dismissal without notice. (A relative is a husband or wife, parent or child, grandparent or grandchild, brother or sister, uncle, aunt, nephew or niece of the candidate, or their husband or wife).
9. Please give details of at least tow people who can give a reference. One of these should be a personal reference (i.e. someone who knows you and your abilities on a personal level, but not relative). The other should be your present employer.
10. If you have had more than one job in the last 3 years, you should give a reference for every job in this period. Please continue on a separate sheet if necessary.
11. If you are currently unemployed please give references from the last three years that you worked. If you are a school leaver, please give your Headteacher in place of the employer referee.

12. In certain circumstances we may take up references before interviewing you, unless you tell us not to do so. However, satisfactory references will be needed in all cases before employment is confirmed.
13. If you are not successful in your application we will let you know that after the post has been filled.
14. In accordance with the Data Protection Act, we have to inform you that some or all of the information supplied on this application form will be stored electronically and may be used for monitoring purposes. If you are successful in your application, your application form will be retained on your personal file.
15. You should be aware that by signing this application form you are certifying that your application contains information which is true, complete, correct and accurate, and that you understand and accept that any false statement knowingly made, or withholding of any relevant information, may result in the withdrawal of any offer of appointment or the immediate termination of employment.
16. The completed application form must be returned, BEFORE THE CLOSING DATE in the enclosed envelope marked 'PRIVATE & CONFIDENTIAL' to:-

MICHAEL MASON
Van Elle Ltd
Kirkby Lane
Pinxton
Nottinghamshire
NG16 6JA

17. If you have any questions about the application form, please contact MICHAEL MASON on 01773 580580.

If your question is about the job, please contact the person named on the covering letter sent out with this form.

PERSONAL DETAILS (Please complete this section in BLOCK CAPITALS)

Family or Surname:		Title: Mr/Mrs/Miss/Ms/Other
Other Names:		
Home Address:		
.....		
.....		Postcode:
Tel Number (Home):		Tel Number (Work)
Tel Number (Mobile):		May we contact you at work: Yes / No
Date of Birth:		Age:..... Sex: Male / Female
Where did you see this job advertised?		
Which ethnic group do you belong to? You should put a tick against the group you feel that you belong to. If the group you belong to is not listed, please tick 'other' and give details).		
BLACK	WHITE	ASIAN
<input type="checkbox"/> African	<input type="checkbox"/> UK	<input type="checkbox"/> Indian
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Irish (born in Ireland)	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Other	<input type="checkbox"/> Irish (born elsewhere)	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Other	<input type="checkbox"/> Other
Other – Details		
Do you consider that you have a disability which affects your ability to do normal daily tasks and which is likely to last for one year or more		
		Yes / No
If 'Yes', what is your disability?		
.....		
Do you need any special arrangements to be made for any interview, as a result of your disability? Yes/ No		
If 'Yes', please specify what?		
.....		
.....		

Do you have:	A current driving licence	Yes / No
	Access to a car/motor cycle for work purposes?	Yes / No
	Any driving endorsements?	Yes / No

If you have any endorsements, please specify:

Offence	Date	Penalty
.....
.....
.....

If you are related to an existing employee of Van Elle Ltd, please give details:

Name of employee: Job Title:

Relationship to them:

Please give details of at least two people who can give a reference including one personal referee:

EMPLOYER REFEREE

Name:

Address:

..... Post Code

Tel Number:

May we take up Employer references at the short listing stage? Yes / No

PERSONAL REFEREE

Name:

Address:

..... Post Code

Tel Number:

How do you know your Personal Referee?

I certify that my application contains information which is true, complete, correct and accurate. I understand and accept that any false statement knowingly made, or the withholding of any relevant information may result in the withdrawal of any offer of employment, or the immediate termination of employment.

SIGNATURE Date

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CANDIDATE NO:

QUALIFICATIONS AND TRAINING
Please list any relevant qualifications and training courses

TITLE OF QUALIFICATION/ COURSE	SCHOOL/COLLEGE/ UNIVERSITY/ TRAINING PROVIDER	DATES (from/to)	LEVEL/GRADE (If applicable)

MEMBERSHIP OF PROFESSIONAL BODIES

NAME OF ORGANISATION	CATEGORY OF MEMBERSHIP	DATE AWARDED	HOW DO YOU MAINTAIN YOUR CPD (if appropriate)

OTHER RELEVANT ACTIVITIES

Please list any other relevant activities such as serving on the Branch Committee of your Personal Body, or representing your employer on a National Group.

EMPLOYMENT HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any voluntary or unpaid work. Please spend more time on your present or most recent job, and if currently unemployed, give the date you left your last job and the reason, together with an explanation of what you are doing now.

Period of notice required by your present employer (if applicable):

Salary/rate of pay in present job:

JOB TITLE/ DATES	EMPLOYER	NATURE OF BUSINESS	BRIEF DETAILS OF JOB

Please continue on opposite page if necessary.

SKILLS, ABILITIES AND EXPERIENCE

Please explain how you meet the requirements of the job, as described in the information accompanying this application form, paying particular attention to each of the points in the Person Specification.

Empty response area for detailing skills, abilities, and experience.

Please continue overleaf if necessary.

ANY OTHER RELEVANT INFORMATION

Please use this space if you believe there is any other relevant information which should be considered as part of your application.

Please continue on separate sheets, with the title and post number of the job you are applying for at the top of each sheet, if necessary.