****

**APPLICATION FORM**

**Title**: Mr \_\_ Mrs \_\_ Miss \_\_ Ms \_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Forename(s):**

**Surname:**

**Address:**

**Post Code:**

**Home telephone number: Mobile telephone number:**

**Email Address:**

Years : Months :

**Time at current address:**

**Sex:**

**Date of Birth:**

**National Insurance Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**

**Bank name:**

**Bank Address:**

**Sort code: \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_**

**Account no: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_**

**Are you eligible to work in the UK?** Yes \_\_ No \_\_ *Please provide documentation*

**Have you ever worked for Topher Ltd before?** Yes \_\_ No \_\_

**Marital Status:**

**Next of Kin**

**Full Name:**

**Address:**

**Post Code:**

**Home telephone number:**

**Mobile telephone number:**

**EMPLOYMENT HISTORY**

Please give details of work experience over the past five years. Include any part time or voluntary work and periods of unemployment. This helps us to build an accurate picture of you. *Please continue on a blank piece of paper if required.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Start Date | End Date | Position held and description of duties | Reason for leaving |
|  |  |  |  |  |
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**EDUCATION**

Please outline your education in the space below:

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University etc attended | Start Date | End Date | Qualifications gained or course studied |
|  |  |  |  |
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**Please give details of any Professional Certificates gained:**

|  |  |
| --- | --- |
| Security: (eg. SITO, C&G, SIA Include license number) | Expiry date: |
|  |  |
| First Aid  | Expiry date: |
|  |  |
| Any other: | Expiry date: |
|  |  |

**REFERENCES**

Name:

Position:

Address:

Phone number:

Please supply two personal referees.

Name:

Position:

Address:

Phone number:

**REFERENCES**

Name:

Position:

Address:

Phone number:

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Name:

Position:

Address:

Phone number:

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Name:

Position:

Address:

Phone number:

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Name:

Position:

Address:

Phone number:

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Name:

Position:

Address:

Phone number:

Please supply 5 years of employment history contact details.

**HEALTH AND DISABILITY**

Do you suffer from any disability that might require assistance to carry out your duties?

Yes \_\_ No \_\_

If yes, please give brief details:

If invited for an interview, are there any adjustments we could make to facilitate your attendance?

Approximately how many sick days have you taken in the last 2 years?

None \_\_ 1-4 \_\_ 5-10 \_\_ 11 or more \_\_

If 11 or more, please give details:

Is your hearing in both ears normal? Yes \_\_ No \_\_

Do you suffer from colour blindness? Yes \_\_ No \_\_

Do you have a normal sense of smell? Yes \_\_ No \_\_

Do you have a speech impediment? Yes \_\_ No \_\_

Do you wear glasses? Yes \_\_ No \_\_

Do you have good vision in both eyes? Yes \_\_ No \_\_

Do you suffer from epileptic fits? Yes \_\_ No \_\_

Do you suffer from any back problems? Yes \_\_ No \_\_

Is there anything this else that would affect standing/walking for long periods of time?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONVICTIONS AND CAUTIONS**

Have you been convicted of a criminal offence, which is not a spent offence, within the meaning of the Rehabilitation of Offenders Act 1974? Yes \_\_ No \_\_

If yes, please give brief details:

Do you have any County Court Judgements against you? Yes \_\_ No \_\_

If yes, please give brief details:

Uniform size:

|  |  |
| --- | --- |
| Waist |   |
| Inside leg |   |
| Collar  |   |
| Shoe |   |
| Chest |   |
| Fleece  | Small / Medium / Large / X-Large / XX-Large / XXX-Large |
| Polo top  | Small / Medium / Large / X-Large / XX-Large / XXX-Large |

In order to complete your application, we require the following documentation to be supplied – Originals to be provided at interview:

 *Supplied/Notes*

Driving License (EU Photographic) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport & Work Permit/Visa (if required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIA License (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof of Address i.e. utility bill/TV License etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Two Character references \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discharge Certificate (If applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 Year Employment History \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P45/P46 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you* ***cannot*** *produce the required documentation at the interview then we will be unable to offer you any employment with Topher Ltd. Topher Ltd comply with the Data Protection Act 1998*

**DECLARATION**

If any of the information given is false or if you have knowingly omitted any relevant fact, then your name will be withdrawn from the candidate list. If the discovery is made after employment has begun, then you will be liable for summary dismissal.

I, the undersigned, declare that the information entered on this application form is true, and hereby apply for employment with Topher Ltd.

|  |  |
| --- | --- |
| **Date:** |  |

|  |  |
| --- | --- |
| **Signature** |  |

**DIVERSITY & EQUAL OPPORTUNITY POLICY**

Topher Ltd. is an equal opportunity employer. No application is treated less favourably on the grounds of sex, disability, marital status, creed, colour, race, ethnic origin, age or political opinion.

Any information provided will be held in the strictest confidence.

This form is on a separate page so it can be detached and analysed separately.

To help us monitor our adherence to these principles please tick the circle that best describes your:

|  |
| --- |
| **POST APPLIED FOR:** |
| **PERSONAL DETAILS** |
| **NAME:** |
| **GENDER** | **MALE** |  | **FEMALE** |  |
| **Marital Status**  |  |  |
| **AGE** | 16-17 |  | 18-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55-64 |  | 65+ |  |
| Ethnicity**(Please identify the code which corresponds to your ethnicity)** |
| **Major Categories Description & Code** | **Sub-Groups Description** | **Please Tick** |
| Asian or Asian British | Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any other Asian background |  |
| Black or Black British | Caribbean |  |
| African |  |
| Any other Black background |  |
| Chinese | Chinese |  |
| Any other ethnic group |  |
| Mixed | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other Mixed background |  |
| White | British |  |
| Irish |  |
| Any other white background |  |
| Not Stated |  |  |

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| --- |
| **DISABILITY/IMPAIRMENT** |
| Please indicate below\* if you consider yourself to have a disability within the meaning of the Equality Act 2010.*NOTE: The Act defines disability as a ‘physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities’.*Should you elect the option *‘*Prefer not to say’, this **will not** be interpreted as being indicative of a disability.This information is for monitoring purposes only.  |
| **\*No** |  | **\*Yes** |  | **Prefer not to say** |  |
| **Advertising monitoring** |
| In order to monitor our advertising effectiveness we need to know where you found out about this vacancy.**Tick Box:** |
| Newspaper(please state) |  | Journal (please state) |  |
| Job Centre |  | Vacancy Bulletin |  |
| General Enquiry |  | Word of Mouth |  |
| Internet (please state which website) |  |
| Other (please state where) |  |
| Internal Applicant/ Jobs Board |  |

|  |  |
| --- | --- |
| **By ticking this box I confirm that I have read the terms and conditions.** |  |
| **By ticking this box I confirm that I have fully understood the content of this form** |  |

|  |  |
| --- | --- |
| **Date:** |  |

|  |  |
| --- | --- |
| **Signature** |  |