



**APPLICATION FOR EMPLOYMENT**

Position Applied For	Date available to start work
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Surname	First Name(s)
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**EDUCATION AND FURTHER EDUCATION**

DATES From      To	Educational Establishment Attended	Qualification Gained (CSE, GCSE Certificates, Diplomas)

**ADDITIONAL QUALIFICATIONS AND WORK RELATED TRAINING  
(INCLUDING MEMBERSHIP OF PROFESSIONAL BODY)**

DATES From      To	Educational Establishment Attended	Qualification Gained

**STRICTLY CONFIDENTIAL ONCE COMPLETED**

**EMPLOYMENT HISTORY**

Present or most recent job first (continue on a separate sheet if necessary)

DATES From To		Name and Address of employer	Occupation	Salary	Reason for Leaving

**Please give details of your main duties and responsibilities in your present or most recent job.**

Continue on a separate sheet if necessary.

## **STRICTLY CONFIDENTIAL ONCE COMPLETED**

**Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for (see job description)**

### **FURTHER QUESTIONS**

Do you hold a current driving licence?

Details of endorsements (if none please state N/A)?

Do you have a current right to work in the UK?

Are you willing to undergo a medical examination, which may include Alcohol and Drugs screening tests?

### **ADDITIONAL INFORMATION**

Please use this section to describe any other information that may be relevant.

### **LEISURE ACTIVITIES**

e.g. Hobbies, Interests, Clubs and Societies, etc

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### REFERENCES

Please give details of two referees. If you are in, or have just finished full-time education, one referee should be from your school or college. If you are working, one referee should be your present (most recent) employer. Contact will only be made with your referees if you are the successful candidate following interview, unless you are notified otherwise.

Referees Name:	Referees Name:
Position:	Position:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Type of Reference (employment, academic or personal):	Type of Reference (employment, academic or personal):

We may follow up written references by telephone.

### DATA PROTECTION STATEMENT

All of the information collected in this application form is necessary and relevant to the performance of the job applied for. We will use the information provided by you, by the referees you have noted, and the education institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interests (i.e. making decisions about who to offer employment to, decisions on T&Cs to be offered, assessing training needs, dealing with legal claims) to process the information provided by you in this application form. We also use this information to ensure we comply with our legal requirements (i.e. checks in relation to your right to work in the UK and making reasonable adjustments for disabled employees).

Should your application be successful, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our Data Protection Policy attached.

### DECLARATION

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading I will be liable to have my application disqualified or subsequently will be liable to be dismissed from employment with the Company. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, probationary period and a pre-placement assessment and/or medical (in line with the operation of the Equality Act 2010).

Signed:

Date:

**PLEASE CHECK YOU HAVE COMPLETED ALL SECTIONS OF THIS APPLICATION FORM INCLUDING THE EQUAL OPPORTUNITIES SECTION AND SEND IT TO THE FOLLOWING ADDRESS:**

# CLARKE CHAPMAN

Clarke Chapman Limited  
Human Resources Department  
PO Box 9, Saltmeadows Road  
Gateshead, Tyne & Wear  
NE8 1SW

YOU MAY USE A SEPARATE SHEET TO INCLUDE MORE INFORMATION ON ANY OF THE ABOVE QUESTIONS IF NECESSARY, MARKING CLEARLY THE PAGE NUMBER/SECTION IT REFERS TO

# STRICTLY CONFIDENTIAL ONCE COMPLETED

## EQUAL OPPORTUNITIES POLICY

The aim of our Equal Opportunities policy is to ensure that no job applicant or employee receives less favorable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. To ensure this policy is fully and fairly implemented and monitored, and for no other reason, would you please complete both sections below.

The information provided in this part of the application form is for monitoring purposes and to make any special arrangements necessary for your interview or job. We will use the main part of the application form (pages 1 to 4) to help us short-list people for an interview. We will consider your application based on your relevant experience, qualifications, skills and abilities. We will not make any decisions based on the answers you give on equal opportunities.

Strictly Confidential (once completed)

### SECTION 1

<b>Surname:</b>	<b>First Name (s):</b>	<b>Title:</b>
<b>Address:</b>    <b>Post Code:</b>	<b>Telephone numbers:</b>	<b>Date of Birth:</b>
	<b>Home:</b>	<b>National Ins No:</b>
	<b>Mobile:</b>	
	<b>Email address:</b>	

### SECTION 2 Select where applicable

<b>Gender</b>		
Male	Female	Prefer not to say
<b>Marital status</b>		
Single	Married	Separated
Divorced	Widowed	Civil Partner      Prefer not to say
<b>Ethnicity</b>		
<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>Mixed Race</b>
Bangladeshi	African	White and Asian
Indian	Caribbean	White and Black African
Pakistani	Other Black background (please state)	White and Caribbean
Other Asian background (please state)		Other mixed background (please state)
.....	.....	.....
<b>Other</b>		
<b>White</b>	<b>Chinese and other groups</b>	<b>Prefer not to say</b>
British	Chinese	
Irish	Other ethnic group (please state)	
Other White background (please state)	.....	
.....		
<b>Disability</b>		
Do you have a disability?		
Yes, I am aware I have a disability	No, I do not have a disability	
As far as I am aware, I do not have a disability	Prefer not to say	
You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a "physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". For these purposes, "long term" is taken to mean the condition is likely to last longer than 12 months or likely to recur.		
<b>Please indicate religion or belief or advise if prefer not to say .....</b>		
<b>Please indicate sexual orientation or advise if prefer not to say.....</b>		

**Data Protection Statement**

Data Controller: CLARKE CHAPMAN LIMITED

The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown on the Equal Opportunities section. We will treat all personal information in line with current data protection legislation and our Data Protection Policy. For more information on how we use the information you have provided, please see our Policy enclosed with this application form.

In order for us to process this information and comply with Data Protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the Human Resources Department, Clarke Chapman Limited, PO Box 9, Saltmeadows Road, Gateshead NE8 1SW by post or by email [recruitment@clarkechapman.co.uk](mailto:recruitment@clarkechapman.co.uk)

Signature: .....

Print Name: .....

Date: .....