

APPLICATION FOR EMPLOYMENT



Please complete in BLOCK CAPITALS using black ink.
Feel free to use continuation sheets if necessary.
All information provided will be treated in strict confidence.
This form is available in alternative formats upon request.

POSITION APPLIED FOR: **Ref:**
Notice required to be given to current employer:

PERSONAL DATA

Surname (or family name): Initial(s):

Address:
..... Postcode:

Telephone numbers: (home) (mobile)
(work) May we contact you at work? YES / NO

Car owner? YES / NO Full/current manual driving licence? YES / NO Circle if appropriate: EC/EEA licence
Endorsements/driving offences? YES / NO If yes, please provide details:

Is your right to work subject to a Work Permit? YES / NO

If yes, please provide permit details/limitations:

Leisure time activities/interests?
.....
.....

Have you ever previously worked for Azure (formerly SHAW Project)? YES / NO

If yes, please provide details (date(s)/department):

Have you ever previously applied for a position with Azure? YES / NO

If yes, please provide details (date(s)/job role(s)):

Do you know anyone who works for or is supported by Azure? YES / NO

If yes: name: relationship:

name: relationship:

Why are you considering a change in employment now?
.....
.....

EMPLOYMENT RECORD

- 1) Start with present or most recent position and work backwards through your career - indicate reasons for any gaps in employment.
- 2) Feel free to provide any job descriptions and/or other information to support your application.
- 3) Under 'salary' detail separately any other applicable benefit(s).

From (mm/yyyy)	To (mm/yyyy)	Employer's name, address and nature of business	Position(s) held	Responsibilities/activities (please be explicit)	Current/ final salary	Reason for leaving

Have you ever been dismissed from any previous employment? YES / NO

If yes, please give details:

Please detail any (booked) holiday commitments:

REFERENCES Please give the names, addresses and contact numbers of **TWO** referees. One must be your current employer. If you are currently out of work or self employed please detail your last employer.

Employment referee

Character referee or 2nd employment referee

Name:

Name:

Company:

Relationship:

Relationship:

Address:

Address:

.....

.....

.....

Postcode:

Postcode:

Telephone no:

Telephone no:

May we contact them prior to interview? YES / NO

May we contact them prior to interview? YES / NO

CRIMINAL CONVICTIONS

The position for which you are applying is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. It is therefore necessary for you to disclose any criminal convictions, even if they would otherwise be regarded as "spent". Any information will be taken into consideration and will not automatically prevent your application from proceeding. If you are appointed, failure to disclose any criminal conviction (and any cautions, reprimands and/or warnings) could lead to the termination of your employment.

Have you been convicted of any criminal offence at any time? YES / NO

If yes please give details of the conviction(s) and the date(s):

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.....

POLICE CAUTIONS

Do you have any cautions, reprimands or final warnings? YES / NO

If yes please provide details and the date(s):

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DECLARATION

I certify that the above particulars are correct and can be treated as part of any subsequent contract of employment. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details.

Signed:

Date:

EQUAL OPPORTUNITIES MONITORING FORM



Data gathered on this form is used only to assist Azure in monitoring its compliance with the letter and spirit of equal opportunities legislation and good practice.

All job applications will be considered on their merits. The information is strictly confidential and will not be seen by anyone involved in the selection process.

Azure use only:

VACANCY:

Ref no: **V**

Applicant No:

I1 I2 JO A / D

FULL NAME (include all forenames):

Date of Birth: / / Postcode:

(please circle as appropriate) Gender: M / F Title: Dr / Mr / Ms / Miss / Mrs / Other:

MARITAL STATUS Please chose one/tick as appropriate. **I am:**

Single Separated Widow/Widower Married Divorced

ETHNIC ORIGIN Please chose one/tick as appropriate. **I would describe my ethnic origin as:**

A White
 British Irish Any other

B Mixed
 White & Black Caribbean White & Black African White & Asian Any other

C Asian or Asian British
 Indian Pakistani Bangladeshi Any other

D Black or Black British
 Caribbean African Any other

D Chinese or other ethnic group
 Chinese Any other

DISABILITY/HEALTH

Subject to the provisions of Schedule 1 of the Disability Discrimination Act (1995), a person has a disability for the purposes of this Act if: **he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.**

Do you have a disability as defined by the above Act? **YES / NO**

If yes, what additional support might you require to undertake the position for which you have applied?

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To help us monitor our recruitment methods, please state where you saw this vacancy advertised:

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