Application Form

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| Position applied for, please specify |  |
| Where did you see this role advertised? |  |
| Return Completed form to: | **applications@dains.com** |

**Personal details**

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| **Surname:** |  |
| **Forenames (inc middle name):** |  |
| **Title:**  **(Mr, Mrs, Miss, Ms etc)** |  |
| **Preferred Name:** |  |
| **Current address:** |  |
| **Landline number:** |  |
| **Mobile Number:** |  |
| **Email:** |  |
| **National Insurance Number:** |  |
| **Do you have annual leave booked?** If so, please provide dates. |  |

**Employment history**

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| Current Job Title: | | Date started: | |
|  | |  | |
| Employer: | | Reason for wanting to lave role: | |
|  | |  | |
| Salary and benefits: | | | |
|  | | | |
| Key duties and responsibilities: | | | |
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| Previous posts (please start with the most recent): | | | |
| Job Title: | Employer: | Dates (from-to): | Salary: |
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**Education/training**

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| Secondary Education | From | To | Qualifications/grades |
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| Further/Higher Education | From | To | Qualifications (with dates) passed/grades |
|  |  |  |  |
| Other relevant training, professional qualifications, work-related skills (i.e. knowledge, expertise, numerical skills, analytical skills, commercial awareness, credibility/integrity) | | | |
|  | | | |
| Are you undertaking any course study at present? (if so, please give details) | | | |
|  | | | |
| Do you have membership of any professional bodies? (if so, please give details, including any offices held) | | | |
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| It is Dains Group of Companies policy to verify the qualifications of all successful job applicants | | | |

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| Supporting information - Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary. |

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| Other details | | | |
| What is the notice required in your present post? |  | | |
| Is your present post your sole regular employment? | Yes | | No |
| Are there any restrictions on your right to work in the UK? | Yes | | No |
| If yes, please state restrictions and the expiry date of any permissions. | | | |
|  | | | |
| Do you have a full driving licence? | Yes | No | |
| Do you have any current endorsements? | Yes | No | |
| Do you have use of a car? | Yes | No | |

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| Convictions (please state if not applicable) |
| Rehabilitation of Offenders Act 1974. Please state any convictions/offences which you are not entitled to withhold: |

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| County Court Judgements | | |
| Do you have any County Court Judgements and/or Bankruptcy orders listed against you? | Yes | No |
| If yes, please state when they were listed and how much the order(s) was for: | | |
| DBS (Disclosure and Barring Service) | | |
| If your application is successful you may be required to provide a satisfactory DBS / Disclosure Scotland check. | | |

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| Have your previously worked for us? |  |

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| Disabilities | | |
| Do you require any special arrangements to be made for your interview/assessment on account of a disability? | Yes | No |
| If “yes”, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010: | | |

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| References | | | |
| Please give details of two work referees, stating how long you have known them. One should be your current or most recent employer. (References for shortlisted candidates may be taken up before interview unless you request otherwise.) | | | |
| **Full Name** |  | **Full Name** |  |
| **Occupation** |  | **Occupation** |  |
| **Email** |  | **Email** |  |
| **Company Name and**  **Address** |  | **Company Name and**  **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Length of time known to you** |  | **Length of time known to you** |  |

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| **Data Protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  Dains Group of Businesses treat personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **Employee’s signature:**  Note: Any false, incomplete, or misleading statements may lead to dismissal |