*****Leigh Court Centre***

*Pill Road*

*Abbots Leigh*

*Bristol*

*BS8 3RA*

[*Tel: 01275372109*](Tel:01275372109)

*Fax: 01275372151*

*Email:* [*recruitment@freeways.org.uk*](mailto:recruitment@freeways.org.uk)

##### Application for Employment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | |
| Title | Surname | | First name(s) | | |
| Permanent address: | | | | | |
| Telephone No: (Home) | | | | (Mobile) | |
|  | | | | | |
| E-mail address: | | | | | |
|  | | | | | |
| What type of work are you looking for? | | | | | |
| FULL TIME ❑ | | PART TIME ❑ | | | BANK ❑ |
| Post applied for: | | | | | |
| Where did you see this post  advertised? | | | | | |
|  | | | | | |

|  |  |
| --- | --- |
| Eligibility to Work | |
| Do you have valid proof of your right to work in the UK? | Yes/No |
|  | |
| Driving | |
| Do you hold a Driving Licence? | Yes/No |
| What type of licence do you hold? | Full/Provisional/International |
| Do you have your own transport? | Yes/No |
| Do you have any current endorsements? | Yes/No |
|  | |

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| --- | --- | --- | --- | --- |
| Employment and Education History Include all periods of **Employment, Unemployment, Education and Self Employment** within the **last 10 years** starting with the most recent. Please provide **full contact details** as we will need to contact previous employers **for reference purposes**. Continue on additional pages if required; including explaining any gaps (regulatory requirement). | | | | |
|  | | | | |
| Start Date: | Finish Date: | | Job Title: | |
| Company, Job Centre, School or College: | | | | |
| Full Address: | | | | |
| Telephone Number: | | Email: | | |
| Contact Name: | | Notice Period: | | |
| Brief description of duties: | | | | |
| If you do not wish your present employer to be contacted at this stage please tick: Freeways reserve the right to contact previous employers if deemed necessary. | | | | ❑ |
|  | | | | |
| Start Date: | Finish Date: | | Job Title: | |
| Company, Job Centre, School or College: | | | | |
| Full Address: | | | | |
| Telephone Number: | | Email: | | |
| Contact Name: | | Reason For Leaving: | | |
| Brief description of duties: | | | | |
|  | | | | |
| Start Date: | Finish Date: | | Job Title: | |
| Company, Job Centre, School or College: | | | | |
| Full Address: | | | | |
| Telephone Number: | | Email: | | |
| Contact Name: | | Reason For Leaving: | | |
| Brief description of duties: | | | | |
|  | | | | |

Continued…

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Start Date: | Finish Date: | | Job Title: |
| Company, Job Centre, School or College: | | | |
| Full Address: | | | |
| Telephone Number: | | Email: | |
| Contact Name: | | Reason For Leaving: | |
| Brief description of duties: | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Training and Qualifications Please provide us with details of any additional qualifications or training that you have completed. Please continue on additional pages if required. | | | |
|  | | | |
| Course Name: | From: | To: | Grade/Awarding Body |
|  |  |  |  |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Disciplinary | | | |
| During your employment have you ever been subject to any disciplinary proceedings or dismissal or termination of employment? | | | Yes/No |
| If ‘Yes’ please provide further details below | | | |
| Date | **Details of complaint, grievance, disciplinary proceedings** | Outcome | |
|  |  |  | |
|  | | | |

|  |
| --- |
| Information in Support of your Application Please write a brief response to the following questions, continuing on the following page if required. |
| 1. What interests and excites you about working for Freeways in particular? |
|  |
| 2. You now have an opportunity to provide information in support of your application. Please tell us how you meet the criteria outlined in the person specification; what skills and experience (both professional and personal) can you bring to Freeways? |
|  |
| Additional Information Please use this space to provide us with any further information that you feel is relevant to your application. |
|  |

|  |  |
| --- | --- |
| Criminal Convictions and Proceedings | |
| Have you ever been convicted or cautioned of a criminal offence (including spent or unspent convictions) or do you have any pending? | Yes/No |
| If you answer yes, this will not necessarily be a bar to working with us. Details of relevant criminal convictions and associated information may be discussed with you as part of the post interview process in order to assess job-related risks. You may submit any other information you wish to draw our attention to in order to enhance our understanding of any criminal record you may have and encourage us to make a fair decision in relation to your appointment at this time. | |
|  | |

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| --- | --- | --- | --- |
| **Privacy Statement** | | | |
| Freeways are aware of our obligations under the General Data Protection Regulation (GDPR) and are committed to processing your data securely and transparently.  We collect and process the data you give us in order to assess your suitability for the role and to allow us to undertake a fair and equitable shortlisting process.  If your application is unsuccessful this information will be stored securely for 6 – 9 months after which it will be safely destroyed.  We retain this data in order to keep you informed of future suitable vacancies and to enable us to provide evidence of recruitment decisions if required.  For further information please refer to our full recruitment privacy notice on our website. | | | |
|  | | |
| Declaration Any offer of employment is subject to satisfactory completion and receipt of an Enhanced DBS check, Occupational Health Check, References and Valid Proof of Eligibility to Work. | | | |
| ***I certify that the information I have provided in this application is correct to the best of my knowledge and belief and agree to cooperate by providing any additional information required. I understand that any false statement may be sufficient cause for rejection of my application or, if employed, dismissal.***  ***I understand that a failure to give accurate or correct information regarding my criminal record may lead to the withdrawal of an offer of employment or loss of post if appointed.***  ***I authorise Freeways to perform reference checks of my previous employment, including my current employment, covering up to the previous 10 years. I understand that if an unsatisfactory reference is received (including from my current employer) the offer of employment can be withdrawn or if I have accepted a role with Freeways that Freeways may terminate my employment with immediate effect.*** | | | |
| **Signed:** | **Print Name:** | **Date:** | |
|  | | | |

Please return the completed form via email: [recruitment@freeways.org.uk](mailto:recruitment@freeways.org.uk) or by post to:

**HR Team, Freeways, Leigh Court Centre, Pill Road, Abbots Leigh, Bristol, BS8 3RARef (office use):**

**EQUAL OPPORTUNITIES MONITORING FORM**

Freeways seek to ensure equality of opportunity and fair treatment in all aspects of employment. We aim to provide a working and learning environment which is free from unfair discrimination and will enable staff to fulfil their personal potential.

The information you provide will be treated as strictly confidential in line with the Data Protection Act 1998 and will be used only for equal opportunities monitoring. It will help us to comply with the law under the relevant Acts and to ensure that our employment policies and practices are fair and effective.

**This sheet will be detached from the application on receipt and will not be considered as part of the selection process.**

**Please indicate your Ethnic Origin**

|  |  |  |
| --- | --- | --- |
| **Asian or Asian British**  **🞏** Bangladeshi  **🞏** Indian  **🞏** Pakistani  **🞏** any other Asian background | **Mixed**  **🞏** White & Asian  **🞏** White & Black African  **🞏** White & Black Caribbean  **🞏** any other mixed background | **Other Ethnic Background**  **🞏** Chinese  **🞏** any other Chinese background  **🞏** any other ethnic background |
| **Black or Black British**  **🞏** African  **🞏** Caribbean  **🞏** any other Black background | **White**  **🞏** British  **🞏** Irish  **🞏** any other white background | **🞏** I do not wish to disclose my ethnic origin |

**Please indicate your Gender**

|  |  |
| --- | --- |
| **🞏** Female | **🞏** Male |
| Do you consider yourself transgender? | **🞏** Yes **🞏** No |

**Please indicate your Sexual Orientation**

|  |  |  |
| --- | --- | --- |
| **🞏** Bisexual | **🞏** Heterosexual | **🞏** Other |
| **🞏** Gay | **🞏** Lesbian | **🞏** I do not wish to disclose my sexual orientation |

**Please indicate your Religion or Belief**

|  |  |  |
| --- | --- | --- |
| **🞏** Buddhist | **🞏** Jewish | **🞏** None |
| **🞏** Christian | **🞏** Muslim | **🞏** Other  Please state………………………….. |
| **🞏** Hindu | **🞏** Sikh | **🞏** I do not wish to disclose my religion or belief |

**Please indicate your Marital Status**

|  |  |  |
| --- | --- | --- |
| **🞏** Common law partnership | **🞏** Married/Civil Partnership | **🞏** Widowed |
| **🞏** Divorced | **🞏** Single | **🞏** Other |

As per *Equality Act 2010*:

Under the terms of the Act a disability is defined as a “physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out day to day activities”

**Do you consider yourself to have a disability?**

|  |  |  |
| --- | --- | --- |
| **🞏** Yes | **🞏** No | **🞏** I do not wish to disclose whether or not I have a disability |

**Please indicate your Age range**

|  |  |  |
| --- | --- | --- |
| **🞏** up to 19 years | **🞏** 20 – 29 years | **🞏** 30 – 39 years |
| **🞏** 40 – 49 Years | **🞏** 50 – 59 years | **🞏** 60 years or over |

**Checklist for applicants**

Before returning your application form please check it against this list to ensure it has been completed fully and accurately:

❑ Full 10 year employment references given (including contact details)

❑ All sections completed and questions answered

❑ Sign and date your application form

❑ Completed Equal Opportunities Monitoring Form