

Form AP2(CH)

Application for Employment

Private and Confidential

Return this form to:

Rob Salthouse Enquiries@dione-interiors.co.uk

Position Applied for:

Experienced Kitchen Fitter/Carpenter

Reference Number:

JR/KF01-DFS/0321

Personal Details

Name

Title:

Forename(s):

Surname:

Contact Information

Address:

Post Code:

Email:

Tel No. (Home):

Tel No. (Mobile)

N.I Number:

Current Driving Licence

Yes:

No:

Groups:

Expiry Date:

Details of Endorsement(s):

Are there any restrictions on you taking up Employment in the UK?

Yes:

No:

If Yes, Please Provide Details:

Education (please complete in full and use a separate sheet if necessary)

	Schools/College/University Names	Qualifications Gained

Employment History (please complete in full and use a separate sheet if necessary)

Last/Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Notice Period: Please explain any gaps in employment if this employment did not immediately follow your previous employment.
Previous Employment #2	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Please explain any gaps in employment if this employment did not immediately follow your previous employment.

Previous Employment #3	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:
	Please explain any gaps in employment if this employment did not immediately follow your previous employment.

Current Membership of Professional bodies (i.e. Gas Safe, OFTEC, Plumbing Institute)

	Please note any professional bodies you are a member or registered with:

Professional Registration Number (where applicable)

Other Employment

	Please note any other employment that you would continue with if you were to be successful in obtaining the position:

Leisure

	Please note here your leisure interests, sports and hobbies, other pastimes, etc.:

References (please note here two persons from whom we may obtain both character and work references)

Reference #1	Title:				
	Forename(s):				
	Surname:				
	Address:				
	Post Code:				
	Contact No.				
	Position Held				
	May we approach the above prior to interview?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Reference #2	Title:				
	Forename(s):				
	Surname:				
	Address:				
	Post Code:				
	Contact No.				
	Position Held				
	May we approach the above prior to interview?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

Cautions, Rehabilitations & Criminal Records

Because of the industry within which we work, you must declare on this application form any unspent convictions/cautions, and the sentence you received. Spent convictions must also be disclosed on this application form only if the offence appears on the 'Offences Which Must Always Be Disclosed' list issued by Disclosure Scotland. Please consider this list before disclosing any spent convictions.

At this stage, a spent conviction for an offence that does not appear on that list should not be disclosed. Should a conviction not on this list be disclosed unnecessarily at this stage, it will not play a role in our recruitment decision and we will not record the conviction in our files. Should a criminal records disclosure reveal you have a spent conviction which appears on the separate 'Offences Which Are To Be Disclosed Subject To Rules' list issued by Disclosure Scotland, it may be taken into consideration by us at a later stage, however, you should not disclose it on this application form. For further information, you should refer to the Disclosure Scotland website www.disclosurescotland.co.uk

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at www.dione-interiors.co.uk

Declaration (please read this carefully before signing this application)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure Scotland for a Disclosure Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: