

**CONFIDENTIAL**

# JOB APPLICATION FORM

An Equal Opportunities Employer



**IMPORTANT – Please complete in BLACK ink or TYPE. CV’s will not be considered. Please return your completed form to;  
The Human Resources Department, Mayflower House, 14 Pontefract Road, Leeds, LS10 1TB**

<b>JOB DETAILS</b>			
Job title	<input type="text"/>		
Reference No.	<input type="text"/>	Closing date	<input type="text"/>

<b>PERSONAL DETAILS</b>			
Title	<input type="text"/>	Surname	<input type="text"/>
First names	<input type="text"/>		
Previous names (if any)	<input type="text"/>		
Preferred first name	<input type="text"/>		
National Ins No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Day		
	Evening		
	Mobile		
Address		<input type="text"/>	
Postcode		<input type="text"/>	
Email <input type="text"/>			

<b>PRESENT OR MOST RECENT EMPLOYER</b>			
Employer and address	Job title	<input type="text"/>	
<input type="text"/>	Annual salary or full time equivalent	<input type="text"/>	Start date <input type="text"/>
	Notice required if working	<input type="text"/>	
	Reason for leaving and date (if applicable)	<input type="text"/>	
	Brief details of main duties and responsibilities	<input type="text"/>	



## PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

## MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

**EDUCATION**

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

**PROFESSIONAL AND VOCATIONAL TRAINING**

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

## SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

## REFERENCES

Please give the names and addresses of two people we may contact for references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.

Name of your first referee

Name of second referee

Their job title

Their job title

Organisation and address

Organisation and address

Postcode

Postcode

Email

Email

Telephone

Telephone

Can we contact your present employer for a reference before an offer of employment is made? Yes  No

Please note that for jobs working with children, references will be needed immediately, so it is not possible to defer this process. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc.

## OTHER INFORMATION

If the job requires it: (tick as appropriate)

Will you relocate?

Yes  No

Will you travel?

Yes  No

Will you work overtime?

Yes  No

Will you work shifts or other flexible working arrangements?

Yes  No

Are you currently eligible for employments in the UK?

Yes  No

Do you have a current full UK driving licence?

Yes  No

Have you any driving endorsements?

Yes  No

If yes give details:

## DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, bindings over or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Criminal Records Bureau clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges?      Yes  No

**If yes, please provide details in a sealed envelope marked "Confidential" and bring to the interview.**

## DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post. I understand any subsequent job offer is subject to satisfactory references, a satisfactory medical report and a CRB check (if appropriate).

Privacy Notice 

I consent to the information contained in this form, and any other information received by or on behalf of Steeper relating to my application, being processed by Steeper in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

*If you submit this form electronically, you will be required to sign this declaration if invited to interview.*

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

## EQUAL OPPORTUNITIES MONITORING FORM

Steeper is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview manager. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

<b>JOB REFERENCE No.</b>	
--------------------------	--

### AGE RANGE

- |            |                          |            |                          |            |                          |            |                          |
|------------|--------------------------|------------|--------------------------|------------|--------------------------|------------|--------------------------|
| 1) 16 – 17 | <input type="checkbox"/> | 2) 18 – 24 | <input type="checkbox"/> | 3) 25 – 34 | <input type="checkbox"/> | 4) 35 – 44 | <input type="checkbox"/> |
| 5) 45 – 54 | <input type="checkbox"/> | 6) 55 – 64 | <input type="checkbox"/> | 7) 65+     | <input type="checkbox"/> |            |                          |

### RACIAL OR ETHNIC ORIGINS

- |                            |                          |                           |                          |                             |                          |
|----------------------------|--------------------------|---------------------------|--------------------------|-----------------------------|--------------------------|
| a) White British           | <input type="checkbox"/> | g) Arab                   | <input type="checkbox"/> | m) Black Caribbean          | <input type="checkbox"/> |
| b) White Irish             | <input type="checkbox"/> | h) Indian                 | <input type="checkbox"/> | n) Black African            | <input type="checkbox"/> |
| c) White other             | <input type="checkbox"/> | i) Pakistani              | <input type="checkbox"/> | o) Other black background   | <input type="checkbox"/> |
| d) White & Black African   | <input type="checkbox"/> | j) Bangladeshi            | <input type="checkbox"/> | p) Chinese                  | <input type="checkbox"/> |
| e) White & Asian           | <input type="checkbox"/> | k) Other Asian background | <input type="checkbox"/> | q) Gypsy or Irish Traveller | <input type="checkbox"/> |
| f) White & Black Caribbean | <input type="checkbox"/> | l) Other mixed background | <input type="checkbox"/> | r) Any other                | <input type="checkbox"/> |

### DISABILITY

Are you disabled? Yes  No

Steeper welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

### GENDER

Male  Female

### RELIGION / BELIEF – please tick only one box

- |                                  |                          |            |                          |                              |                          |
|----------------------------------|--------------------------|------------|--------------------------|------------------------------|--------------------------|
| 8) Buddhist                      | <input type="checkbox"/> | 11) Jewish | <input type="checkbox"/> | 14) None                     | <input type="checkbox"/> |
| 9) Christian (all denominations) | <input type="checkbox"/> | 12) Muslim | <input type="checkbox"/> | 15) Other religion or belief | <input type="checkbox"/> |
| 10) Hindu                        | <input type="checkbox"/> | 13) Sikh   | <input type="checkbox"/> | 16) Prefer not to say        | <input type="checkbox"/> |

### SEXUAL ORIENTATION – please tick only one box

- |                  |                          |                          |                          |                       |                          |
|------------------|--------------------------|--------------------------|--------------------------|-----------------------|--------------------------|
| 17) Bisexual     | <input type="checkbox"/> | 19) Lesbian or gay woman | <input type="checkbox"/> | 21) Gay man           | <input type="checkbox"/> |
| 18) Heterosexual | <input type="checkbox"/> | 20) Other                | <input type="checkbox"/> | 22) Prefer not to say | <input type="checkbox"/> |

### HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. website, newspaper (please tell us which), Job Centre etc.