



Job Application Pack

1. Personal Details

Full Name:	
Address:	
Postal code:	
E-mail address:	Day Time Tel No:
Mobile Phone:	Evening Tel No:

<p>2. Position applied for:</p> <p>How did you hear about the post?</p>

<p>3. On what date could you start work if offered this position or how much notice would you have to give at your present employment?</p>

<p>4. If you are selected for an interview you will need to provide evidence under the Asylum and Immigration Act 1996, of your right to work in the United Kingdom. Details will be sent to you should you be shortlisted.</p>
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5. Please tell us about any relevant education, further education or training you have.

Date of training / award	Qualification gained, subject and grade	Training provider / school / college, etc.

6. Hobbies / Interests

What interests do you have? Describe any community activities or voluntary work you have been involved in. Please use a separate sheet if required.

7. Employment History

What have you been doing for the last few years? We are not only looking for work experience. Caring for an older parent or relative or a family of young children, doing voluntary work or other interests can provide a wide and useful range of experience. Please give details of your most recent employment and any relevant employment to the post you are applying, if applicable. Please briefly explain any gaps and use separate sheet if required.

Date From To	Name & address of employer and type of business.	Job title and outline of duties/skills used	Salary	Reason for leaving

8. Please say why you have applied for the position, how your competencies, skills, experiences, interests meet the criteria, and how they make you particularly suited to the job.

Please do take time to consider the Job Description and the Person Specification when completing this section of the application form. Clearly explain how you meet the requirements giving examples where you can. All areas identified in the Person Specification are Essential Criteria unless otherwise stated.

Please use a separate sheet if required.

9. References: Please give the name, address and email (where possible) of two people who could be contacted by us to give a reference. The referees should not be relatives and one should be your present employer/ education or training tutor if applicable.

No approach will be made to your present employer before an offer of employment is made to you without your prior consent.

1.

Relationship to you:

May we contact this person prior to a job offer? Yes / No*

2.

Relationship to you:

May we contact this person prior to a job offer? Yes / No*

*Please delete as necessary.

10. If you have a disability please tell us about any adjustments we may need to make to assist you at interview.

If you are disabled and demonstrate clearly that you meet the minimum requirements you will be guaranteed an interview.

11. Are there any dates you would be unavailable for interview?

12. Travelling to other venues/places of work may be a requirement of the post holder.

Do you hold a current full clean driving licence?

Yes / No*

If No please give details:

Do you have access to your own transport?

Yes / No*

OR Please explain how you would meet the travelling requirements of this post.

13. Have you ever been convicted of a criminal offence, other than a spent conviction?

Yes / No*

(declaration subject to the Rehabilitation of Offenders Act 1974)

*Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant. Any information disclosed will of course be kept in strict confidence and used only in consideration of this application.

All relevant posts are subject to Disclosure and Barring checks.

14. Data Protection Act 1998

Information from this form will be processed in accordance with The Data Protection Act 1998. In signing the form below you agree to this data being held and processed. If appointed you agree to this and additional personal information – including sensitive data being held and processed in accordance with the Act.

15. I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal. In signing this application form I agree to all the appropriate checks being made.

Signed Date

Please return this form to Wired, Unit 7, Wirral Business Park, Arrowe Brooke Road, Upton Wirral CH49 1SX. Or Email to contact@wired.me.uk
Please note we do not accept a C.V.

MONITORING FORM

This information assists us in monitoring the implementation of our equal opportunities policy. It will from time to time enable us to compile statistical information for the purposes of comparison and monitoring of our recruitment processes. It will not be used for any other purpose, and will not be looked at by those short-listing or interviewing candidates.

Position applied for:

Where did you see this job advertised:

Male/Female* (please delete as appropriate)

Age Range: 16-18: 19 – 29: 30 – 39: 40 - 49: 50 – 59: Over 60 (Please circle as appropriate)

Are you registered as disabled? Yes No

Do you have caring responsibilities? Yes No

How would you identify your ethnic group? Please indicate one of the following categories:-

White

- British
- Irish
- Any other White background, please specify

Black or Black British

- African
- Caribbean
- Any other Black background, please specify

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background, please specify

Asian or Asian British

- Indian
- Pakistanis
- Bangladeshi
- Any other Asian background, please specify

Chinese or other ethnic group

- Chinese
- Other, please specify

Arab or Middle Eastern descent

- Arab
- North African
- Iraqi
- Kurdish
- Any other Middle Eastern background, please specify

These categories do not refer to the place of birth, citizenship or nationality, but to the ethnic group to which you belong. In completing this form I hereby give my consent for the information contained in this form to be processed for monitoring purposes only.

RECRUITMENT POLICY

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 we are required by law to check and keep a copy of the documentation presented to ensure that you are legally permitted to work in the United Kingdom.

Information kept from this check will be processed in Accordance with the Data Protection Act 1998.

If you are invited to interview, please bring with you either one original document from List 1 or two original documents from List 2. (If you are unsuccessful Wired will ensure your information is securely destroyed following your interview)

List 1

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country. This must be a national passport, national identity card or residence permit.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An application registration card issued by the Home office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2

- A document giving the persons permanent National Insurance Number and Name. This could be a P45, P60, National Insurance Card or letter from Government Agency.

- A full birth certificate issued in the UK
- A birth certificate issued in Channel Islands, Isle of Man or Ireland
- A certificate of registration or naturalisation stating that the holder is a British Citizen
- A letter issued by home office to the holder which indicates that the person named can stay indefinitely in UK or has no time limit.
- An immigration Status Document issued by the Home Office with an endorsement indicating the person can stay in the UK and do the type of work you are offering.
- A work permit or other approval to take employment that has been issued by Work permits UK. **(this also requires evidence of a passport or other endorsed travel document, or letter from Home Office showing that they can stay in UK and do the work on the permit.)**

OFFICIAL USE ONLY

Date interviewed

Offer Made/ Not Made.....

Outcome Letter Sent

Start Date

DBS Required: YES / NO

If Yes what level: [] Standard [] Enhanced [] Enhanced & Barred List

Date applied for:

Already registered? YES / NO

DBS Certificate number _____

Asylum and Immigration Act Identification Seen YES / NO

Driving Licence/MOT/Insurance (including business cover)
Checked and copy on file YES / NO

References taken up:	Name:	Letter sent:	References received: