

Confidential Application Form for Employment

Parenta Group Ltd is an equal opportunities employer. We do not discriminate on the basis of race, colour, nationality, national or ethnic origin, religion, gender, age, sexual orientation, disability or marital status. We actively seek diversity in our workforce and recognise the proven benefits accountable to this.

An equal opportunities monitoring form at the back of this application form. Page 1 of your completed application form (this page) and the monitoring form on (pages 6 & 7) will be separated before short-listing. Those involved in the short-listing process will make decisions solely on the information provided on pages 2 – 5 of this application form.

Position applied for:

Where did you see this position advertised?

Personal Information

First Names

Surname

Full name (first names & surname) at birth

Any other names used

Current address in full including postcode

Home telephone number

Mobile number

Previous address in full including postcode

Date of Birth

Town of Birth

Country of Birth

National Insurance Number

Do you need a permit to work in the UK?

YES

☐

NO

☐

If yes, please give details

Education

GCSE / A –Level Qualifications (or equivalent)

Subject

Level / grade achieved

Date

| | | |
|--|--|--|
| | | |
|--|--|--|

Further education Degrees and Diplomas (or equivalent)

Qualification

Awarding body

Date

| | | |
|--|--|--|
| | | |
|--|--|--|

Professional Qualifications

Qualification (& grade if applicable)

How was this obtained?

Date

| | | |
|--|--|--|
| | | |
|--|--|--|

Other relevant training courses

Course

Date(s) and
duration

| | |
|--|--|
| | |
|--|--|

Previous Employment (and unemployment) – since leaving secondary school

Please include details of your most recent employment (and unemployment) first and use the spaces below to give details of other employment (and unemployment) since leaving secondary school, working backwards from the most recent. You must include details of all part-time employment and voluntary work and also explain any gaps in your employment history. Please answer all questions and continue on a separate sheet if necessary.

Present / last employer

Address

Starting date

Leaving date

Job Title

Salary

Employment status

PART-TIME ☐

FULL-TIME ☐

Hours worked
n/week

Reason for leaving

Previous employer

Address

Starting date

Leaving date

Job Title

Salary

Employment status

PART-TIME ☐

FULL-TIME ☐

Hours worked p/week

Reason for leaving

Previous employer

Address

Starting date

Leaving date

Job Title

Salary

Employment status

PART-TIME ☐

FULL-TIME ☐

Hours worked p/week

Reason for leaving

Please use this section to explain why you are applying for this position.

Please also outline any other skills, achievements, experience and personal qualities, which help you to meet the criteria for this role, as set out in the person specification.

(Experience may also have been gained through paid or voluntary work or in the home.)

Personal Interests (give details of pastimes, sports etc.)

Offices held in social / sports clubs etc.

If offered this position, will you continue to work elsewhere?

YES
☐

NO ☐

If yes, please give details.

Are you related to, or have a close personal relationship with any employee of Parenta?

YES
☐

NO ☐

If yes, please give details.

Do you own a car?

YES
☐

NO ☐

Do you have a current driving licence?

FULL ☐

PROVISIONAL ☐

NO LICENCE ☐

Do you have any current endorsements?
(give details)

Data Protection

The use of information provided on this form will comply with the requirements of the above Act. It may be processed by computer and will only be disclosed for payroll, personnel administration and statistical purposes.

This information will be securely stored for 2 years after application, or end of employment, for monitoring purposes only.

References

Please give the names and addresses of two people who have recent professional knowledge of your work (*i.e. not solely friends or relatives*) and to whom reference may be made.

In providing these details you authorise the obtaining of references to support this application and release Parenta and referees from any liability caused by giving and receiving information.

Reference 1

| | | |
|---|------------------------------|-----------------------------|
| Name | | |
| Address | | |
| Job Title | | |
| Daytime telephone number | | |
| Can we contact this referee before the interview? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Reference 2

| | | |
|---|------------------------------|-----------------------------|
| Name | | |
| Address | | |
| Job Title | | |
| Daytime telephone number | | |
| Can we contact this referee before the interview? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Declaration:

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal and possible referral to the police.

I agree that if any of the information provided by me on this form changes, I will contact Parenta to update the information, in confidence.

Signed

Date

Ensure that you have completed all sections of this form. You may attach a supporting letter if you wish

Equal Opportunities Monitoring Form

Parenta is dedicated to equal opportunities for all, both in recruitment and development.

Our aim is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us achieve this goal, and for that purpose only, we would be grateful if you could complete the following.

You are under no obligation to complete this form and it will NOT affect your application in any way, however, your co-operation would be appreciated.

Name:

Post applied for:

Gender: Male ☐ Female ☐

Date of birth:

Ethnic Origin: The following categories meet the current recommendations of the Commission for Racial Equality

White

☐ British ☐ Irish ☐ Other

If other, please specify:

Mixed

☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian ☐ Other mixed background

If other, please specify:

Asian or Asian British

☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other Asian background

If other, please specify:

Black or Black British

☐ Caribbean ☐ African ☐ Other Black background

If other, please specify:

Chinese or Chinese British or other ethnic group

☐ Chinese ☐ Any other ethnic background

If other, please specify:

Religion:

If applicable, please state your religion:

Marital Status:

☐ Single ☐ Co-habiting ☐ Married ☐ Other

(Other – including widowed, divorced, separated)

Disability:

If you are selected for interview and you consider yourself to be disabled, we will contact you to find out if there are any particular arrangements you may need for the interview. You are NOT obliged to answer the following question or give details.

As defined by the Disability Discrimination Act 1995, a disability is “a physical or mental impairment, which has a substantial, long-term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself to be disabled? Yes ☐ No ☐

If appropriate, please describe any requirements / provisions, which may be necessary for an interview:

Thank you for your assistance