

Clarkes of Walsham Privacy Policy:

As part of our recruitment process we will need to collect and use your personal information such as CV, Application Form, References, records of qualifications, skills and training and some form of photographic I.D such as passport or driving licence for a number of purposes.

These include:

- To assess your suitability to work for Clarkes of Walsham;
- To perform requisition and applicant management activities;
- To perform precision matching to job vacancies;
- To conduct screening, assessments and interviews;
- To maintain a library of correspondence;
- To make offers and provide contracts of employment;
- To conduct pre employment checks.

If your application is unsuccessful all your data will be destroyed after one month of the vacancy being filled. If you would like your data to be kept on file for any future vacancies then you must request this in writing.



The High Street, Walsham-le-Willows, Bury St Edmunds, Suffolk, IP31 3BA
Telephone: 01359 259 259 Contact: Nicola Parkington

STAFF APPLICATION FORM CONFIDENTIAL APPLICATION FOR EMPLOYMENT

If you require this form to be resent to you so that you can fill it in more easily, or for it to be submitted in a different format, please contact Nicola Parkington. This will in no way be detrimental to your application.

1. Application Form

Position applied for

Available to take up employment

[Enter date]

2. Prepared to Work

Full time ☐ Part time ☐ Shift work ☐

3. Personal Details

First name

Last name

Address

Telephone numbers

Private

Work

Mobile

E-mail

Do you own a car?

Yes ☐ No ☐

Have a current driving licence?

Yes ☐ No ☐

Provisional

Yes ☐ No ☐

Full

Yes ☐ No ☐

HGV

Yes ☐ No ☐

Have you any current endorsements?

Yes ☐ No ☐

If yes, give details

Do you hold a lorry loader 'Hiab' certificate?

Yes ☐ No ☐

Do you hold a Forklift Operators certificate?

Yes ☐ No ☐

4. Languages

Do you speak or read a foreign language?

Yes ☐ No ☐

If yes, give details

5. Secondary Education			
School name/address		Examinations (subject/result, etc)	
6. Further Education and Training			
University/College	Type of course	Subjects	Qualification or class of degree
7. Occupational Qualifications			
College/Institute or other name		Qualification/Level	
8. Membership of Professional Body			
Name		Level	
9. Employment			
Present/last employer			
Current/previous employment	Start date		End date
Address			
Job title			
Duties/responsibilities			
Reason for leaving			
Finishing pay	£ pa		
Length of notice required			

Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/> pa	

Other most recent employer	<input type="text"/>	
Previous employment	Start date <input type="text"/>	End date <input type="text"/>
Address	<input type="text"/>	
Duties/responsibilities	<input type="text"/>	
Reason for leaving	<input type="text"/>	
Finishing pay	£ <input type="text"/> pa	

10. General

Interests/hobbies (give details of pastimes, sports, etc)	<input type="text"/>
Offices held in social/sports clubs, etc	<input type="text"/>
Public duties (JP, local councillor, etc) undertaken	<input type="text"/>
Do you have any convictions, cautions reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website.</p> <p>(Declaration subject to the Rehabilitation of Offenders Act 1974)</p>	
If yes, give details	<input type="text"/>
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, give details	<input type="text"/>
Additional information to support your application, in particular give details as to why you are applying for this position. Specify your short term and long term objectives.	<input type="text"/>

11. Permission to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes ☐ No ☐

If you are successful in your application would you require permission to work in the UK?

Yes ☐ No ☐

12. Community/Volunteer Experience

Name and address of organisation	Position/title	Duties

13. Personal Referees

Work reference — not members of your own family

Name

Address

Organisation

Occupation

Telephone number

E-mail address

Work, personal or educational

Name

Address

Organisation

Occupation

Telephone number

E-mail address

14. Additional Personal Details

Applicants are requested to tick the relevant boxes below to enable the organisation to monitor its equal opportunity policy. Monitoring is recommended by the Codes of Practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex and marital status. This information is used for no other purpose and will be treated as confidential.

White – British	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	Asian/Asian British – Pakistani	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Asian/Asian British – Bangladeshi	<input type="checkbox"/>
		Mixed – Other	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>
Black/Black British – Caribbean			<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black/Black British – African			<input type="checkbox"/>	Arab	<input type="checkbox"/>
Black/Black British – Other			<input type="checkbox"/>	Other	<input type="checkbox"/>
			Male	<input type="checkbox"/>	Female <input type="checkbox"/>

National Insurance number

15. Recruitment Policy

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

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

Signature

Date

16. For Office Use Only

Starting date

Job offered

Pay

Hours of work

Department/supervisor

Payroll number

Recruitment source

National Insurance number

Proof of right to work in the UK

Yes ☐ No ☐

Detail:

P45 or P46

Yes ☐ No ☐

Pension entry date

Reference requested

Yes ☐ No ☐

Driving licence

Proof of qualifications

Union membership

17. Interviewer's Use Only

	1	2	3	4	5
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other comments

Signature (1)

Signature (2)