



EMPLOYMENT APPLICATION FORM

PLEASE COMPLETE SECTIONS A AND B

SECTION A

Position Applied for:		Ref:	
Closing Date:		Where did you apply for this vacancy?	

Applicant Information			
Surname:		Forename/s:	Title:
Address:			Postcode
			:
Home Telephone:		Mobile:	
E-mail Address:			

Education			
<i>Please provide details of qualifications obtained and training undertaken, including school, university, college, employment, voluntary etc, starting with the most recent first: (please attach a separate sheet if required)</i>			
From:	To:	Educational and Work Establishment:	Results and Qualifications Obtained:

Membership of Professional Bodies			
<i>Please list any professional memberships you have:</i>			
Date Obtained:	Name of Organisation:	Membership Level:	Designatory Letters:



(SECTION A CONTINUED)

Employment - Present			
<i>Please outline your employment history starting with your most recent employment first – please state whether full time, part time or voluntary. Please attach a separate sheet if further space is required.</i>			
From:	To:	Name of Company/Organisation:	Job Title:
Address:			
Brief Details of role:			Reason for Change:
Notice Period:	Current Salary:	Additional Benefits:	
	£ p.a.		

Employment - Previous					
<i>Please outline your employment history starting with your most recent employment first – please state whether full time, part time or voluntary. Please attach a separate sheet if further space is required.</i>					
From	To	Name and Location of Organisation	Job Title	Brief details of role and reason for change	Salary



(SECTION A CONTINUED)

Supporting Information

Please use this section to provide brief details of how your skills and experience are relevant to the post and your reason for applying, including an outline of your expectations of salary and terms and conditions. Please attach a separate sheet if required.

Rehabilitation of Offenders Act 1974

Please declare any unspent convictions, these will not necessarily be a barrier to successful application:

*Some posts within the Company may be exempt from the above Act and all convictions, spent or unspent must be declared for these applications. Failure to disclose such convictions may result in dismissal. **All information will be treated in the strictest confidence.***

Is this Post exempt from the Rehabilitation of Offenders Act 1974 by virtue of the (Exemptions) Order 1975 and any applicable subsequent Orders?

YES NO

If this post is Exempt, please declare **ALL** convictions, spent and unspent:



(SECTION A CONTINUED)

Entitlement to Work in the U.K.				
<i>To comply with the Immigration, Asylum and Nationality Act 2006, all prospective employees will be asked to supply evidence of eligibility to work in the U.K. if you are successful in your application.</i>				
Do you require a permit to work in the U.K.?	Yes		No	
If so, do you have a permit?	<input type="checkbox"/> Yes	Expiry Date:	N.I. No.	
	<input type="checkbox"/> No			

Additional Information	
Do you have a U.K. valid driving license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please indicate what type/s	<input type="checkbox"/> Car <input type="checkbox"/> LGV <input type="checkbox"/> HGV <input type="checkbox"/> PCV
Please provide details of any current penalties or endorsements:	

References			
<i>Please provide two referees – one of which must be your current or most recent employer</i>			
1. Current or most recent employer:		2. Other Referee	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Position in Company:		Position in Company:	
Telephone:		Telephone:	
Email:		Email:	
Fax:		Fax:	
<i>Please tick the box if you do not want us to contact prior to interview: <input type="checkbox"/></i>		<i>Please tick the box if you do not want us to contact prior to interview: <input type="checkbox"/></i>	

Declaration			
I declare that the information given in this application is accurate to the best of my knowledge and belief. I agree to the company retaining information relating to me in respect of the Data Protection Act and the GDPR			
Signed:		Name:	
		Dated:	



SECTION B

EQUAL OPPORTUNITIES MONITORING

Neal Brothers (Leics) Ltd is committed to promoting equality and valuing diversity throughout the Company and in order to help us to assess our progress in line with our Policies and Objectives, we monitor all applications received. The information provided is used solely for statistical monitoring of equal opportunities and not used in the recruitment process.

Position Applied For:			
Gender:			
Are You:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Date of Birth:

Disability Discrimination Act 1995	
A disability is defined by the Disability Discrimination Act 1995 as a <i>physical or mental impairment which has a substantial and long-term adverse affect on your ability to carry out normal day to day activities.</i>	
Do you consider yourself to be disabled under terms of the Disability Discrimination Act 1995?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details – the details you provide may or may not affect your ability to do the job	
If called to interview, please indicate if you require any assistance	

Please Note: *Appointments may be subject to Medical Clearance arranged by the Company*

Ethnicity	
<i>Please choose the category which most closely describes your ethnic origin</i>	
<input type="checkbox"/> White British	<input type="checkbox"/> Mixed Other – please specify -
<input type="checkbox"/> White Irish	<input type="checkbox"/> Black British
<input type="checkbox"/> White Other – please specify -	<input type="checkbox"/> Black Irish
<input type="checkbox"/> Mixed – White/Asian Pakistani	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Mixed – White/Asian Indian	<input type="checkbox"/> Black African
<input type="checkbox"/> Mixed – White/Asian Bangladeshi	<input type="checkbox"/> Black Other - please specify -
<input type="checkbox"/> Mixed – White/Black Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Mixed – White/Black African	<input type="checkbox"/> Other - please specify -



(SECTION B CONTINUED)

How did you hear about us?

Job Centre	
Internet Search	
Neal Brothers Website	
Friend/Relative (<i>please name</i>)	
Other (<i>Please state</i>)	

Please return completed application forms to the following address:

**APPLICATION FORM
PRIVATE AND CONFIDENTIAL
FAO HR DEPARTMENT**

**HR Manager
Neal Brothers (Leics) Ltd
Queens Building Q2
Hastings Road
Leicester
LE5 0LJ**



SECTION C

FOR OFFICE USE ONLY

Date of Interview:		Names of Interviewers:	
Comments:			
Basic Salary:		Overtime Hours:	
Normal Hours:		Saturday/Sunday Hours:	
Company Car:		Pension Scheme:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Van:	<input type="checkbox"/> Limited <input type="checkbox"/> Unlimited Use	Driving Authorisation Issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Benefits:			

Date of Offer:		Date of Commencement:	
Managers Authorisation:		Date:	