



Unit 1a, Cragg Hill Road, Horton-in-Ribblesdale, Settle, North Yorkshire. BD24 0HN

**EMPLOYMENT APPLICATION FORM**

**Personal Details**

Name: .....

Address: .....

.....

.....

Post Code: ..... Date of Birth: .....

Telephone Number: ..... Mobile: .....

E-mail Address: .....

National Insurance Number: .....

**Disability Discrimination Act 1995**

Under the Disability Discrimination Act 1995, a 'Disabled Person' is defined a person with ' A physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.'

Do you consider that you come within this definition **YES / NO**

If yes please give details of any disabilities: .....

.....



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**Doctor's Name and Address**

Name:.....

Address:.....

.....

Post Code: ..... Telephone Number: .....

How many separate absences through ill health have you experienced in the last 12 Months? .....

Please specify any serious accident or illness within the last 10 years or any other comments you wish to make about your health and attendance record: .....

**Driving Licences**

Do you possess:

1. Ordinary Licence **YES / NO**

2. HGV Licence **YES / NO**

If YES please state:

If YES please state:

Licence Number: .....

Renewal Date: .....

Renewal Date: .....

Classes: .....

Groups: .....

Do you have any current Endorsements? **YES / NO**

If **YES** please give details:

.....

.....

Do you have any convictions? **YES / NO**

If **YES** please give details:

.....

.....

LICENCES WILL BE EXAMINED AT INTERVIEW



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## Employment Details

Current and previous employers (most recent first please)

Notice required to terminate current employment: .....

| Date  |     | Employer | Position held | Salary or Grade |
|-------|-----|----------|---------------|-----------------|
| From: | To: |          |               |                 |
|       |     |          |               |                 |



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## Education and Training

(Originals of relevant certificates should be supplied at interview stage)

| School/University<br>College/Employer | Full/Part time | Date | Qualifications |
|---------------------------------------|----------------|------|----------------|
|                                       |                |      |                |

### Reasons for applying for this job:

.....

.....

.....

.....

.....

**Have you ever been convicted of a criminal offence? YES/NO**

If **YES** please give details: .....

.....

.....



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## CRB Check

As part of the grounds maintenance contract you will be required to work in close proximity to children. New legislation requires all contractors to be CRB checked. Have you undergone a CRB check in the last 12 months?

**YES/NO**

## Referees:

Your first referee should be your present or last employer from whom a reference will be sought if you are short listed, unless there is a request from you not to do so. This reference will in any case be taken up prior to appointment. Please give details of a further person to whom reference may be made.

Name: .....

Name: .....

Description: .....

Description: .....

Address: .....

Address: .....

.....

.....

.....

.....

Post Code: .....

Post Code: .....

Telephone No. ....

Telephone No. ....



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**Next of Kin**

Please give details of next of kin:

Name: .....

Address: .....

.....

Post Code: ..... Telephone No: .....

Relationship: .....

**Bank Account Details**

Salaries will be transferred directly to Bank Accounts

Account Name: .....

Account Number: .....

Sort Code: .....

Bank: .....

I certify that the information given above is accurate and factual.

Signed: ..... Date: .....

Printed: .....



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