

Application form

Personal information (confidential)

| Application for employment | | | | |
|--|--|--|----|--|
| Position applied for: | | | | |
| Location: | | | | |
| Personal Details | | | | |
| Title: | | | | |
| First Name: | | | | |
| Surname: | | | | |
| Address: | | | | |
| Post code: | | | | |
| Email address: | | | | |
| Telephone (Landline): | | | | |
| Telephone (Mobile): | | | | |
| Preferred contact method: | Email / Telephone landline / Telephone Mobile (<i>Please delete as appropriate</i>) | | | |
| Preferred time to call: | Morning/Afternoon/Evening (<i>Please delete as appropriate</i>) | | | |
| National Insurance No: | | | | |
| Do you hold a current driving licence? | Yes | | No | |

| | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Details of endorsements (if none, please insert "N/A") | | | | | |
| Do you have a current right to work in the UK? | | | Yes | | No |
| If no, please provide details. | | | | | |
| Preferred Working Arrangement (please tick) | | | | | |
| Full time <i>(37.5 hours per week)</i> | | Part time | | Flexible | |
| To help us find the best working schedule for you please let us know which days you can work and your earliest start time and your latest finish time; | | | | | |
| Mon | Tues | Weds | Thurs | Fri | Sat |
| Earliest start time | Earliest start time | Earliest start time | Earliest start time | Earliest start time | Earliest start time |
| | | | | | |
| Latest finish time | Latest finish time | Latest finish time | Latest finish time | Latest finish time | Latest finish time |
| | | | | | |
| Would you be willing to work overtime if required? Yes / No <i>(Please delete as appropriate)</i> | | | | | |

| Education | | |
|---|---|--|
| Please provide your education history here: | | |
| Schools/Colleges/University | Qualifications (eg NVQ, O level, A level etc) | |
| | | |
| Employment History | | |
| Name of Employer | Job title and main duties | Date of departure, reason for leaving and most recent salary details |
| | | |

| Hobbies/ Interests | |
|---|----|
| What activities outside work interest you? <i>(Please include membership of any clubs, institutions and any positions of responsibility you hold)</i> | |
| | |
| Criminal Convictions | |
| Have you been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974 (ROA): Yes / No <i>(Please delete as appropriate)</i> | |
| If Yes, please give details: | |
| | |
| References | |
| Please give the name and email address of two referees (one should be your current/last employer). <i>(Please do not include members of your family)</i> | |
| 1. | 2. |
| | |
| May we approach the referees before an offer is made? Yes / No <i>(Please delete as appropriate)</i> | |
| If your application is successful when could you start? | |
| | |

How did you hear about this vacancy?

Indeed/referral by friends or family (*please state referrer*)/Job centre/In store poster/other (please specify)

Additional Information:

Please give additional information you consider important to support your application, including and training and development you have taken, and any experience with the disabled or elderly. Please use a separate sheet if necessary.

Data protection statement

The information that you provide on this form and within your CV will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our applicant privacy policy.

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.

Please sign and date below to acknowledge your understanding of, and agreement with, the Data Protection Statement and Declaration above.

Signed:

Date:

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

Please return this form for the attention of;

Human Resources Department, Clearwell Mobility Ltd, Unit 3, 21 Albert Drive, Burgess Hill, West Sussex, RH15 9TN.