OptionOne Services Ltd

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Keeping Recruitment Simple

Job Application Form

It is essential that you refer to the Guideline Notes for Job Applicants before you complete this application form.

This form may be photocopied. Please type or write clearly in black ink. Candidates may attach a statement in support of their application to this form should they wish.

NOTE: When completed this form, It should be returned to The Personnel Division,

Application for the post of……..…

In the Department of: ……

Advertisement Reference number: ……

Where did you see the advertisement? ……..…
(If you saw the advertisement on a website, please indicate the name of the site)

First Name(s) (BLOCK CAPITALS) ……

Surname (BLOCK CAPITALS) …….. Preferred Title (e.g. Mr/Ms/Mrs/Miss/Dr) ……..……

Address for Correspondence (BLOCK CAPITALS) ……

……

…… Post Code ……

E-mail Address: ……

Telephone number: (Daytime) …….. (Home) ……

Fax……..

National Insurance number (NI) ……

Do you require a work permit to take up this appointment? Yes/No

For Personnel Division Use Only Application Number

Secondary Education

School	From	To	Qualifications gained stating subjects, grades and dates

Further/Higher Education
(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University/College	From	To	Full or part-time	Qualifications and classifications of degree (if applicable). State also if Honours or Ordinary and give dates awarded. Also include any other awards.

Professional qualifications (include grade of membership and date of award)

Details of other vocational or technical courses, not included above, along with any apprenticeship/ training (Food & hygiene certificate/qualifications) in a trade or profession and dates

Employment

Please give details of all previous employment starting with your present (or most recent) employer. You may wish to include in the statement of support of your application a brief summary of your main duties and responsibilities.

Present/most recent employment

Dates From/To	Employer's Name, Address and nature of business	Job Title	Reason for Leaving

Notice Period required

……...

Please state current salary or most recent salary if not currently employed

……

Previous Employment

Dates From/To	Employer's Name, Address and nature of business	Job Title	Reason for Leaving

Statement In Support Of Your Application

You may attach a separate statement in support of your application. This should provide further information you may feel relevant to your application, concentrating on the extent to which you match the requirements of the person specification. Please see guidance notes for job applicants.

Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer.

Name	
Position	
Tel/Mob No	
Email address	
Address	

Please tick box to your right if you do not wish Referee 1 to be contacted until you have been notified ☐	***Please tick box to your right if you do not wish Referee 2 to be contacted until you have been notified*** ☐

Please note that when we contact referees we will request information on your attendance and health record over the last two years.

Criminal Convictions

Please give details below of any unspent criminal convictions. This information is required to enable the Agency to assess whether the conviction(s) presents grounds for not taking your application further.

Where we consider that the conviction(s) is not relevant to your application, we will disregard it.

……
……

Are you suffering from any ongoing complaints? E.g. Asthma, Back Problems, Chest Complaint, Diabetes, Epilepsy or any

other serious complaints? Yes…….No……

Are you in good health? Yes……..No……..

If No please state the nature of the problem……

EQUAL OPPORTUNITIES MONITORING FORM

OptionOne Services Limited is committed to a policy of Equal Opportunities in Employment. One of the aims of this policy is to ensure that discrimination on the grounds of race or sex, or disability is avoided. To ensure that this policy is fully and fairly monitored would you please complete this form and return it with the application form. The information collected will form a confidential statistical record which will not be used for any purpose other than the University's policy on Equal Opportunity.

Post applied for …… Advertisement Reference No. ……..

Date of Birth ☐☐ ☐☐ ☐☐

D D M M Y Y

Please mark with an 'x' the boxes which most closely describe you

I am female ☐ male ☐

I am

White - British	☐	Asian or Asian British - Bangladeshi ☐
White - Irish	☐	Chinese or other Ethnic background - Chinese ☐
Other White Background	☐	Other Asian Background ☐
Black or Black British - Caribbean	☐	Mixed - White and Black Caribbean ☐
Black or Black British - African	☐	Mixed - White and Black African ☐
Other Black Background	☐	Mixed - White and Asian ☐
Asian or Asian British - Indian	☐	Other Mixed Background ☐
Asian or Asian British - Pakistani	☐	Other Ethnic background ☐

Disability

Definition: The Disability Discrimination Act 1995 defines a disabled person as one who has physical or mental impairment which has substantial and long term adverse effect on his/her abilities to carry out normal day to day activities.

Do you have a disability? YES ☐ NO

If yes, what is the nature of your disability:

……

……

I hereby certify that to the best of my knowledge the details given in this form are correct. I understand that in the event of my being offered membership/employment with OptionOne ServicesLtd, any proven falsification, or concealment of any material fact in respect of my application may lead to the Company withdrawing my membership/employment with the company and appropriate actions taken.

Signature …….

Date……