

## Application for Employment

This application forms part of our selection process. Please complete the form as accurately as possible. If you do not have enough space please attach a separate sheet of paper. We reserve the right to validate all information entered on this form.

### Position Applied For

### About You

Title (Mr/Mrs/Ms/Miss): \_\_\_\_\_

First Name(s): \_\_\_\_\_ Surname \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have a UK Driving licence? (*please tick*)  Yes  No

Have you ever had any civil, criminal, military or financial convictions or been formally cautioned (declaration of criminal convictions is subject to the Rehabilitation of Offenders Act 1974) or any pending prosecutions against you?  Yes  No

If Yes, please give details \_\_\_\_\_

### Health

Number of sick days (in the last two years) requiring time off work (please tick)

0-5  6-10  11-15  16+

If more than 15 days please state reason why: \_\_\_\_\_

**To join Wetherby Building Systems Ltd you need to be eligible to work in the UK (please tick one of the following):**

- I am an EU resident  I have a student visa
- I have a valid work permit  Other (please give details)

### Employment History

#### POSITION 1

Position held \_\_\_\_\_ Employer \_\_\_\_\_

Type of business \_\_\_\_\_

Current salary p/a \_\_\_\_\_

Key responsibilities/duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Referee name \_\_\_\_\_ Job title \_\_\_\_\_

#### POSITION 2

Position held \_\_\_\_\_ Employer \_\_\_\_\_

Type of business \_\_\_\_\_

Salary p/a \_\_\_\_\_

Key responsibilities/duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

#### POSITION 3

Position held \_\_\_\_\_ Employer \_\_\_\_\_

Type of business \_\_\_\_\_

Salary p/a \_\_\_\_\_

Key responsibilities/duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*If you have any further positions which you feel we should consider please attach details on a separate sheet.*

### Additional Information on Employment History

Please give reasons for gaps in career dates (unemployment, backpacking, etc)

**Education & Qualifications**

Please list secondary schools, colleges and universities with dates, qualifications and grades attained.

School/College/University	Qualification/subject	Grade

**References**

Please provide the names and contact details of two referees, one of which must be from your current/last employer. References will not be requested without your permission.

<p><b>REFERENCE 1</b></p> <p>Name _____</p> <p>Job Title _____</p> <p>Address _____</p> <p>_____</p> <p>Postcode _____</p> <p>Tel _____</p> <p>Relationship _____</p>	<p><b>REFERENCE 2</b></p> <p>Name _____</p> <p>Job Title _____</p> <p>Address _____</p> <p>_____</p> <p>Postcode _____</p> <p>Tel _____</p> <p>Relationship _____</p>
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**Declaration & Data Protection**

The Data Protection Act 1988 ('the Act') sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ('the information') will be used solely for the purposes of assessing your application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain explicit consent. Accordingly, we would be grateful if you would sign the consent section below.

**I CONSENT TO THE USE OF MY PERSONAL INFORMATION FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.**

**I CERTIFY THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

**IN THE EVENT THAT I AM OFFERED THE POSITION, SUBJECT TO SATISFACTORY REFERENCE, I CONSENT TO WETHERBY BUILDING SYSTEMS LTD CONTACTING THOSE NAMED AS REFEREES.**

Signed:

Date :

**IMPORTANT: Please return the completed application form, together with the Recruitment Monitoring Form to the address at the foot of the page.**

**Recruitment Monitoring Form**

**STATEMENT OF POLICY**

Wetherby Building Systems Ltd promotes an Equal Opportunity policy and will apply objective criteria to assess suitability for jobs. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, age, gender, marital status, sexual orientation or disability. Selection criteria and procedures are reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriated and possible, special training to enable them to progress both within and outside the organisation. Wetherby Building Systems Ltd is committed to a continuing programme of action to make this policy effective and bring it to the attention of all employees.

**MONITORING**

In order to ensure the continued development of the above policy, all applicants are asked to complete the information below. You are not obliged to answer all the questions, but obviously the more information you supply the more effective the monitoring will be. If you chose not to answer questions it will not affect you application. The information you supply here is confidential to the Human Resources Department and will be used solely for monitoring purposes. The selection panels will not see this form.

**POST APPLIED FOR:** .....

**ETHNIC ORIGIN**

I would describe my ethnic origin as (please tick):

- Black – African
- Black - British
- Black – Caribbean
- Black – Other (please specify) .....
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other (please specify) .....
- White - British
- White - Irish
- White – Other (please specify) .....

**GENDER**

I am (please tick)       Male                       Female

**AGE**

I am (please tick)       Under 30       30-44       45 over

**DISABILITY**

Do you have a disability or long-term health problem?       Yes       No

If yes, would you like to tell us more? .....  
.....  
.....

If you would like further information and advise relating to your application and are in doubt as to whom to contact, please consult the Equal opportunities, the Commission for Racial Equality, the Disability Rights Commission or another relevant organisation.