

70 Hartlebury Trading Estate, Hartlebury, Nr. Kidderminster, Worcestershire DY10 4JB Telephone: 01299 251365

Please complete this job application form accurately, using capitals, and continue on separate sheets if necessary. Give us as many details as possible of your skills and experience relating to the job you are applying for. Should you have any questions or queries please do not hesitate to contact us.

Short listing of applicants will be based on information you provide on this form and any accompanying documents.

All applicants will be treated in the same way whether they are external or internal candidates.

Any internal applicants should advise their manager that they intend to make an application for another position.

Please ensure you return the completed and signed form before the closing date (if applicable), to the address on the job advertisement or enclosed information.

Position Applied For

Job Title: _____

How did you hear about this job? _____

Personal Details:

Forename(s) _____ Surname: _____

Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Do you have a driving licence? Yes No

If Yes, is it Provisional or Full Licence Provisional Full

If Yes, is it UK Yes No

Do you have a car? Yes No

Have you, or any relative, ever worked for this organisation before? Yes No

If Yes, please give Name: _____

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies, including details of membership of bodies, committees, voluntary work and so on.

DESCRIBING YOU: Please tell us what skills and personal qualities you have to enable you to work successfully for us.
Please complete on separate piece of paper if necessary

Education Details

Please be prepared to provide certificates of pass / grades etc.

Please give details and dates of all secondary education including examinations taken (with results).

Schools / Colleges	(Dates)	Courses / Exams	Qualifications achieved
--------------------	---------	-----------------	-------------------------

State any other achievements during education.

Further Education Details

Please be prepared to provide certificates of pass / grades etc.

Please give details of university course or further education undertaken with dates

(including youth training, technical courses, vocational studies, correspondence courses etc).

University / FE College	(Dates)	Courses / Exams	Qualifications achieved
-------------------------	---------	-----------------	-------------------------

Public or Voluntary Commitments

Please give details of any public or voluntary body and indicate the approximate time commitment entailed. eg/ Are you a JP / Councillor

Employment Details

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.

Current / Last Employer

Name:

Address:

Post Code:

Contact for Reference:

Telephone:

Please note that we will not contact your present employer for a reference without your permission.

Position Held:

Salary / Wage:

Date Joined:

Outline of Duties / Key Achievements:

Reason for Leaving:

If already left – date of leaving:

Notice Period Required by your Employer:

Available Start Date (Daymark):

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left? Yes No *If yes please supply copy of your contract of employment.*

Previous Employer (1)

Name:

Address:

Post Code:

Contact for Reference:

Telephone:

May we contact for a Reference?

Yes

No

Position Held:

Date Joined:

Outline of Duties / Key Achievements:

Leaving Salary / Wage:

Leaving Date:

Reason for Leaving:

Please complete on separate piece of paper if necessary

Previous Employer (2)

Name:

Address:

Post Code:

Contact for Reference:

Telephone:

May we contact for a Reference?

Yes

No

Position Held:

Date Joined:

Outline of Duties / Key Achievements:

Leaving Salary / Wage:

Leaving Date:

Reason for Leaving:

Please complete on separate piece of paper if necessary

Right to work in the UK

Are you legally entitled to work in the UK?

Yes

No

We will require evidence of this prior to commencing employment.

Please tick the relevant box below and supply additional information where required:

Has any judgement been made against you in a civil court which currently remains unsatisfied? Yes

No

If yes, please give details here:

Have you ever been convicted of an offence, including Motoring Offences, or is any charge or summons at present outstanding against you? Yes

No

Do Not include parking offences, but please supply information on all other offences.

Note: You are not obliged to disclose any convictions regarded as 'Spent' under the provisions of the Rehabilitation of Offenders Act 1974

Hours and Days you can work

For each day of the week, please write the time you can work. Please indicate the earliest time you can start and the latest time you can finish.

MON am pm TUE am pm WED am pm
 THU am pm FRI am pm SAT am pm
 SUN am pm Please indicate the maximum number of hours you can work each week. _____Hours

Health

Do you suffer from any disability* and / or medical condition?

Yes No

If yes will it affect your ability to carry out the duties of the job for which you are applying

Yes No

This information will help us to identify reasonable adjustments that we might need to make to arrangements / premises in order to accommodate you. We are an equal opportunities employer and will not discriminate on the grounds of disability.

If Yes, please give details:

DATA PROTECTION

The Data Protection Act 1998 ("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 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 your explicit consent. Accordingly please sign the consent section below.

I consent to my Personal Information being used for the purposes and on the terms set out above.

Signed: _____ Date: _____

Declaration

I declare, to the best of my knowledge and belief, that all particulars I have given are complete and true.

I understand that any false declaration, misleading statement or any significant omissions may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, a probationary period and if Daymark Ltd. believes it appropriate, a medical report, all of which must be deemed satisfactory by Daymark Ltd.

Signed: _____ Date: _____

Daymark Ltd. reserves the right to check any of the information supplied by you and to contact any of the individuals / organisations mentioned by you.

Note: We are an equal opportunities employer and will not tolerate discrimination in any form.

**Please forward completed application form together with completed Equality and Diversity Monitoring Form (5 pages in total) to :
The Directors, Daymark Ltd, 70 Hartlebury Trading Estate, Hartlebury, Nr. Kidderminster, Worcestershire DY10 4JB
or if emailing please contact us on 01299 251365 for appropriate email address.**

For office use only:

Application Number:

Reviewed by:

Invite to interview: Yes No

Offer Job: Yes No

Comments:

* The Disability Discrimination Act defines a disability as "A physical or mental impairment which has a substantial and long term effect on the persons ability to carry out normal day-to-day activities".

EQUALITY & DIVERSITY MONITORING FORM

The information you enter on this Equality and Diversity monitoring form will be used for monitoring purposes only and will **not** be used in assessing and or scoring your application or at interview stage. This information is kept confidential and accessibility is strictly limited to individuals on a 'need to know' basis.

Monitoring Information

DAYMARK LIMITED is committed to the principles of fairness, consistency and equality of opportunity. No applicants will be discriminated against regardless of their age, colour, disability, ethnicity, gender or gender identity, race, religion or belief and/or sexual orientation of if you do not wish to complete this form.

Age:

Date of Birth (dd/mm/yyyy):

Age Band:

16-21	<input type="checkbox"/>	22-30	<input type="checkbox"/>	31-40	<input type="checkbox"/>	41-50	<input type="checkbox"/>
51-60	<input type="checkbox"/>	61-65	<input type="checkbox"/>	65 +	<input type="checkbox"/>		

Gender:

Please indicate your sex by ticking the appropriate box below:

Male Female

Ethnic Group:

Please indicate which ethnic group you belong to:

Asian

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

Mixed

Asian & White	<input type="checkbox"/>
Black African & White	<input type="checkbox"/>
Black Caribbean & White	<input type="checkbox"/>
Any other mixed	<input type="checkbox"/>

Black

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>

Other Ethnic Group

Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>

Undisclosed

I do not wish to disclose my ethnic origin