

EMPLOYMENT APPLICATION FORM

FOUNDED IN 1997

HOLROYD HOWE

FEEDING INDEPENDENT MINDS

POSITION APPLIED FOR:

LOCATION:

Holroyd Howe is an equal opportunities employer, we are committed to safeguarding and promoting the welfare of children

PERSONAL DETAILS

TITLE: FORENAME: SURNAME:

CURRENT ADDRESS:

POSTCODE: EMAIL ADDRESS:

HOME TEL NUMBER: MOBILE NUMBER:

NATIONAL INSURANCE NUMBER

DATE OF BIRTH / /

ARE YOU ABLE TO PROVIDE EVIDENCE THAT YOU CAN LEGALLY WORK IN THE UK? YES NO
(If selected for interview, please bring your original passport or any other relevant documentation)

ARE ANY OF YOUR IMMEDIATE FAMILY OR RELATIVES AN EMPLOYEE OF HOLROYD HOWE? YES NO

IF YES PLEASE PROVIDE THEIR NAME AND WHERE THEY WORK

WHAT IS YOUR CURRENT NOTICE PERIOD?

DO YOU HAVE ANY PRE-PLANNED HOLIDAY?

FULL WORK HISTORY

Please complete your **full work history**, continue on a separate page if required. Any gaps in employment must be accounted for.

DATE FROM AND TO	FULL COMPANY NAME & ADDRESS	JOB TITLE	REASON FOR LEAVING
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YOUR EDUCATION, TRAINING & RELEVANT QUALIFICATIONS

SUBJECT

QUALIFICATION

DATE OBTAINED



PERSONAL STATEMENT

Please detail why you feel you are the right candidate for the position for which you are applying.

FOOD SAFETY

Are you suffering from **ANY** infection or condition that may lead to food poisoning or foodborne disease? Either directly or indirectly through contact with food or food-contact surfaces?

YES

NO

Are you suffering from any medical condition that could be made worse by the employment you are applying for? And/or which you would like us to make reasonable adjustments for?

YES

NO

If yes please specify.

INTERESTS AND HOBBIES

HAVE YOU WORKED WITH CHILDREN BEFORE?

YES

NO

If yes, state where and provide dates.

REFERENCE DETAILS

References will only be taken up if we process your application. One of the references must be your most recent employer and any employer where you have previously worked with children. Family members must not be included. If you are happy for your current employer to be contacted prior to being offered a position please tick here however any previous employer may be approached for a reference.

NAME: _____ POSITION: _____
COMPANY ADDRESS: _____
EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____
DATES OF EMPLOYMENT FROM: / / TO: / /

NAME: _____ POSITION: _____
COMPANY ADDRESS: _____
EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____
DATES OF EMPLOYMENT FROM: / / TO: / /

CRIMINAL OFFENCES

The existence of past offences will not necessarily prejudice your application. In the course of your duties with the Company, you may work in an environment which is exempt of the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. For example, working with children, therefore any spent convictions, cautions, reprimands or police warnings must be declared.

Do you have any current or spent convictions, cautions, reprimands or warnings? YES NO
If yes, please provide further details below:

OFFENCE	DATE	SENTENCE
	/ /	
	/ /	

All successful applicants will be required to provide an Enhanced DBS Disclosure. Failure to provide the above information if successful in your application may result in the termination of your employment.

DECLARATION

- The details given on this application form are correct to the best of my knowledge and belief and without omission, and I understand that any offer of employment is subject to the receipt of satisfactory references, satisfactory enhanced DBS disclosure, a barred list check and a satisfactory probation period.
- I give permission for you to contact my previous employers for references and understand that my present employer will not be contacted unless I am offered and accept a position with Holroyd Howe or have ticked the box above.
- I understand that my information may be used for monitoring purposes, monitoring the efficiency of the company recruitment process and other employment procedures.
- Holroyd Howe treats personal data collected within this form in accordance with the Data Protection Act 2018. Information about how your data is used and the basis for processing this data is available in our Recruitment and Selection Privacy Notice which is available on request

SIGNED: _____ DATE: / /

MANAGER'S CHECKLIST

YES

Have you verified any gaps in the employee's work history or any frequent changes of role?

Have you been provided with a satisfactory explanation for any gaps or frequent changes?

Have you verified the referees' details?

Have you seen any original Right to Work in the UK documentation?

Have you attached interview notes to this form, including compulsory safeguarding questions?

Has the applicant completed the criminal offences section?

Has the applicant confirmed if they have worked with children in a previous role?

FOR INTERVIEWER'S USE ONLY

Use this section to detail any explanations for gaps in employment history or any frequent change in jobs.

FOR INTERVIEWER'S USE ONLY

If you have not employed this candidate following the interview, you must circle the reason below to indicate why they have not been successful. Please ensure that you refer to the person specification and the job description to assist you in your decision.

Qualifications insufficient for the role

Previous experience is less than other candidates

Characteristics incomplete with the person specification

Applicant does not possess the relevant skills/experience

Applicant withdrew from the recruitment process

Other reason (give full explanation in the right-hand box)

OTHER REASON FOR REJECTION

If applicant has not been successful, and if they are suitable for another role **RETAIN THIS FORM AND INTERVIEW NOTES OR REFERENCES FOR 6 MONTHS.**

SIGNED:

DATE: / /

POSITION: