

Employment desired: Full Time Part Time Bank/Casual

Job/position applied for: 1. _____
 2. _____

Date available for work: _____

Location(s) preferred: _____

Personal information

Surname: _____

First name(s): _____

Known as: _____ Previous surname (if applicable): _____

Home address: _____
_____ Postcode: _____

Telephone number: Home: _____ Work: _____

Mobile: _____ E-mail address: _____

National Insurance number: ___ ___ / ___ ___ / ___ ___

General information

How did you hear about the job vacancy?

- Website _____ Online Job board _____
- Newspaper - local advert _____ Friend/family _____
- Signage _____ Job Fair _____

We operate a “refer a friend” incentive scheme; if you were introduced by a current employee of the Company, please give the details (full name):

Education and professional qualification

Education	Date: to and from	Full time / Part time	Subjects Studied	Results

Membership of professional bodies/professional registration (eg. NMC, NAPA, CIPD, FCA etc)

Membership/qualification	Membership No./reference	Date achieved (estimate if not known)

Employment history

Please begin with current/most recent employment

Please do not leave any gaps. Detailed reasons should be provided for any gaps in employment
e.g. in full time education, raising a family, travelling

From (mm/yy)	To (mm/yy)	Employer's name and address	Job Title	Brief description of responsibilities	Reason for leaving

Current salary and benefits	Notice period
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Application references

Please provide details for a reference from your current/most recent employer.

An additional reference is required from your second most recent employer, or a university or college if only one employment has been undertaken.

Please tick here if you **DO NOT** wish us to contact your current employer prior to interview.

Reference's name: _____

Position in company: _____

Company name: _____

Company address: _____

Telephone number: _____ E-mail address: _____

Reference's name: _____

Position in company: _____

Company name: _____

Company address: _____

Telephone number: _____ E-mail address: _____

Applicant declaration

I certify that the information given in support of my application is correct. I understand that continuous employment is subject to the Company receiving satisfactory references and, if applicable, a DBS check and successful medical examination. I agree that IAC Chelsea Ltd can process, distribute and hold information about me including personal sensitive data subject to the terms of the Data Protection Act 2018.

Signature: _____ Date: _____

Availability for work

Our business is 365 days per year 24 hours a day in order to provide excellent service to our residents, we therefore require our staff to be flexible with regards to days and times they are available for work. Please state below any current restrictions you have regarding your availability for work:

Criminal record

The provisions relating to the non-disclosure of criminal convictions do not apply to the position for which you are applying. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974 they would otherwise be regarded as spent.

Have you been convicted of a criminal offence at any time? Yes No

If yes, please give details of the conviction(s) and the date(s)

Entitlement to work in the United Kingdom

I confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below: -

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office e.g. Indefinite leave to remain
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following: -

- an official document bearing a national insurance number along with:-
 - a UK birth certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- a work permit, along with:-
 - a valid passport, or
 - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signature _____ Date: _____

Equal opportunities in employment

IAC Chelsea Ltd is an equal opportunities employer. Our policy is to ensure that all employees and job applicants are treated with the same respect and consideration on the ground of sex, disability, sexual orientation, marital status, age, colour, religion, gender re-assignment, political affiliation, nationality or ethnic origins. We review on an ongoing basis new employee selection, promotion, training and development and disciplinary action to ensure that all employees are treated according to their individual abilities and merits. Equally we aim to ensure that no such employee is disadvantaged by terms and conditions of employment which cannot be justified.

Monitoring

To ensure that the Company's policy is effective, detailed monitoring of all applications will be carried out using this form. Completing this form is optional and all information you give will be treated in the strictest confidence by the Human Resources department and used for analysis only.

Gender : Female Male Date of Birth ____/____/____

Ethnic origin – The following ethnic categories meet the current recommendations of the Commission for Racial Equality. Please indicate which one most closely describes you (please tick one box).

I would describe my race or cultural origin as:

White

British

Irish

Other white background (please complete) _____

Mixed

White & Black African

White & Black Caribbean

Other mixed background (please complete) _____

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian background (please complete) _____

Black or Black British

Caribbean

African

Other black background (please complete) _____

Chinese or Chinese British

Chinese

Other ethnic background (please complete) _____

Information refused

Disability Discrimination Act

IAC Chelsea Ltd wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and consider yourself disabled we may contact you to find out if there are particular arrangements you may need for the interview.

You are not obliged to answer the following question or give details.

As defined by the Act, a disability is a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities' – do you consider yourself to be disabled?

Yes No

If appropriate, please describe any requirements which may be necessary for an interview: