JOB APPLICATION FORM

NOTE: *For candidates recruited via a job board/agency etc., an application form* ***must*** *be completed as part of the recruitment process.*

1. Application Details

Post applied for:			
Title:		Surname:	
Forenames:			
Home Address:			
Postcode:			
Home phone number:			
Mobile phone number:			
Email address:			
Preferred contact method (phone, email, either)			

National Insurance Number (if you have one)	
Rehabilitation of Offenders Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the Ministry of Justice?	**Yes or No (if yes, please provide details)**
Do you consent to an appropriate Disclosure and Barring Service (DBS) check if required? (Only applicable to certain roles)	
Do you have the Right to Work in the UK? Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.	**Yes or No**
Current driving licence (if this is a requirement of this job):	**Yes or No (if yes, please state type of license)**
Are you related to any employee of Clark Door? If yes, please advise of their name(s).	

Where did you hear about this vacancy? E.g. advertisement/Clark Door employee etc. If you have been referred by a Clark Door employee, please state their name.	
Please provide us with any dates within the next four weeks that you may not be available for interview (if applicable).	

2. Education/Qualifications (including overseas) Please start with secondary education.

From		To		Establishment (e.g. school, College, university etc.)	Course/ subject	Grade	Date obtained
mth	yr	mth	yr				

3. Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Duration

4. Professional Membership Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

5. Present or most recent employment (if applicable)

From		To		Employer (name and address)	Job title	Salary
mth	yr	mth	yr			
Please outline your main duties and key achievements, including who you were responsible to and your reasons for leaving:						

6. Previous employment and experience (if applicable) include voluntary or other relevant experience. (Continue on separate sheet if necessary)

From		To		Employer (Name & Address)	Job Title	Reason for change and salary on leaving
mth	yr	mth	yr			

7. References - Please provide the names and addresses of two referees who have experience of, and are able to comment on your employment record. One **must** be your present/most recent employer.

Name and capacity known	Occupation/job title	Address, phone number and email address
1.		
2.		
Do you object to your referees being contacted prior to interview?		**Yes or No**
Do you consent to us contacting your referees following verbal acceptance of an offer?		**Yes or No**

8. Languages spoken - Please state any languages spoken and level of fluency

Language	Fluency Level

9. Other information in Support of your Application

Please provide details of any knowledge, experience or skills which demonstrate how you meet the requirements of this job. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name.

Please continue on a separate sheet if necessary.

10. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Clark Door in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable. The information may be disclosed to the following third parties:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name): _____

…consent to Clark Door recording and processing the information detailed in this application form. I understand that this information may be used by Clark Door in pursuance of its business purposes and my consent is conditional upon Clark Door complying with their obligations under the Data Protection Act 1998.

I also declare that to the best of my knowledge the information on this application is true and accurate. I understand that any false statements or failure to disclose any information requested on this form may result in my application being disqualified. Discovery after appointment may lead to dismissal without notice or disciplinary action.

Signature: _____ Date: _____

Please note application forms not fully completed may be refused.

Please return the completed form marked Private and Confidential to:

HR Manager
Clark Door Limited
Unit F Central
Kingmoor Park
Carlisle
CA6 4SD

Alternatively, please e-mail your completed application to: mail@clarkdoor.com

EQUALITY AND DIVERSITY MONITORING FORM

Clark Door aims to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to the HR Manager.

Gender Man ☐ Woman ☐ Intersex ☐ Non-binary ☐ Prefer not to say ☐ If you prefer to use your own term, please specify here: _____

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please state here: _____

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐
Any other mixed background, please state here: _____

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please state here: _____

Black/African/Caribbean/Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please state here: _____

Other ethnic group

Arab ☐ Prefer not to say ☐

Any other ethnic group, please state here: _____

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

If you answered yes to the previous question, what is the effect or impact of your disability or health condition on your ability to give your best at work? Please state here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual ☐ Gay ☐ Lesbian ☐ Bisexual ☐

Prefer not to say ☐ If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Prefer not to say ☐

If other religion or belief, please state here: _____

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

What is your flexible working arrangement?

None ☐ Flexi-time ☐ Staggered hours ☐ Term-time hours ☐

Annualised hours ☐ Job-share ☐ Flexible shifts ☐ Compressed hours ☐

Homeworking ☐ Prefer not to say ☐

If other, please state here: _____

Do you have caring responsibilities? If yes, please tick all that apply.

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐