



# Application Form

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form. *(Click on the shaded area to complete).*

## 1. POST DETAILS

Post applied for:
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## 2. PERSONAL DETAILS

Surname:	Title:
Forename/s:	National Insurance Number:
Previous Name/s:	
Address:	Contact Telephone Number:
	Please only answer the questions below if they are a requirement on the Person Specification for this post
Postcode:	Do you have a current full Driving Licence? <i>(Double click on square to select)</i> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	Do you have use of a vehicle? <i>(Double click on square to select)</i> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Email:	

## 3. PRESENT EMPLOYMENT

*(If you are not currently in employment please leave blank)*

Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number? <i>(Double click on square to select)</i> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Address:	Basic Pay/grade:
	Other Pay:
Postcode:	Date Started:
	Period of Notice:

Outline of key duties and responsibilities:
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## **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES**

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. (This box will expand to accommodate your text).

## 6. RELATIONSHIPS

Are you related to any employee of A.I.M Commercial Services Ltd. *(Double click on square to select)*

Yes  No

If yes, please give details

## 7. REHABILITATION OF OFFENDERS ACT, 1974 (Exceptions order, 1975)

**Under the Rehabilitation of Offenders Act 1974 you are required to give details of any unspent convictions. Failure to disclose such convictions could result in disciplinary action or dismissal.**

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?

*(Double click on square to select)* Yes  No

## 8. EDUCATION

Qualifications gained or pending. Please state subject. (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

**9. MEMBERSHIPS OF RELEVANT ORGANISATIONS**

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

**10. RELEVANT COURSES/AWARDS (e.g. short courses attended/ certificates/awards)**

Organising Body	Brief Details of Course	Duration	
		From	To

**11. DISABILITY/ HEALTH CONDITIONS**

We encourage people with disabilities to apply for jobs and are committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

**The Equality Act 2010 defines disability as** a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

**I consider myself to be:** Disabled  Non-Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish to be taken into account when considering your application.

## 12. DATA PROTECTION ACT

The information you supply will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

## 13. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

## 14. REFERENCES

Name	Name:
Address:	Address:
Postcode	Postcode:
Email Address	Email Address
Telephone Number	Telephone Number:
Title/ Position	Title/ Position:
Relationship to applicant	Relationship to applicant:

**Please note that an offer of employment cannot be confirmed without receipt of satisfactory references, one of which should be your present or most recent employer. This is in line with our recruitment policy.**

## 15. DECLARATION

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
- I also confirm that I have not directly or indirectly approached an employee of the A.I.M Commercial Services Ltd to support me in making this application as this would disqualify me as a candidate.
- I understand that if I do not tell you about any relationships with any employees of A.I.M Commercial Services Ltd or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, enhanced DBS disclosure, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature

Date:

*Please continue to Monitoring Section below.*

## 16. MONITORING SECTION

It would be really helpful if you could complete this section for us. We are committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will not be used as a basis for decision-making within the selection process.

Application for the post of:

### 1) How would you describe your ethnicity?

#### (a) White

- British  
 Irish  
 Any other White background\*

#### (b) Mixed

- White & Black Caribbean  
 White & Black African  
 White & Asian  
 Any other Mixed background\*

#### (c) Asian & British Asian

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background\*

\*(please state below)

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#### (d) Black & Black British

- Caribbean  
 African  
 Any other Black background\*

#### (e) Chinese or other ethnic group

- Chinese  
 Any other ethnic group\*

#### (f) Gypsy/Traveller

- Irish Traveller  
 Romany Gypsy  
 Any other background\*

\*(please state below)

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(g)  Prefer not to state

2) My sex is: Male  Female  Prefer not to state

3) My date of birth is: (DD/MM/YY) Age:

4) The Equality Act 2010 defines disability as a person has a disability if:

- they have a physical or mental impairment;
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

I consider myself to be: Disabled  Non Disabled

5) My religion is: Buddhist  Christian (all denominations)  Hindu  Jewish   
Muslim  Sikh  None  Prefer not to state   
Other please specify