

**Position Applied for: Interview**

**Date:**

 Info@dobetterrecruitmentandstaffing **43A Gledwood Road,Hayes, London, UB4 0AQ**

 M:+44-7555272793 :

**Job Application Form**

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

It is important that you read the guidance notes before completing this application form. Please complete this form fully using **black ink or type**. C.V.s are not accepted on their own.

**Section 1 Personal details**

**First Name: Last Name:**

**DOB :**

**Address\*:**

**Postcode: Residency from Date\*:**

**(\* If less than 5 years, please provide your 5 year address history on page 5 )**

**Home Telephone No: National Insurance No:**

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**Mobile Telephone N**o**:**

**E-mail address:**

**NOK (next of kin):**

*Name :*

*Relationship*:

*Contact* No*:*

**Can we contact you at work? Yes ** **No Are you free to remain and take up employment in the UK with no current immigration restrictions?**

**Driving Licence – if relevant to post applied for.**

Do you hold a full driving license valid in the UK?

**Yes ** **No**

**Yes No**

**Are you aware of any points in your license? Yes ** **No If yes, please give details / dates of offence(s):**

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

 **HEALTH:** (as part of your recruitment process you will be required to attend a medical after an offer of employment is made)

**Do you suffer from any medical condition which may prevent you from undertaking the job you are applying for?**

**If yes, please give details:**

**Yes No**

**Do you have normal color vision (as required by airport regulations)? Yes No**

**Section 2**

**Employment/ Company / Education / Accountant**

(most recent employer first). Please cover the last 5 years and state nature of business - if not public sector

**Name : Address:**

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| **Postcode:** |

**Telephone : E-mail:**

**Position Held: Start Date :**

**End Date:**

(if no longer employed)

**Department / Section:**

**Reason for leaving:**

**Name : Address:**

**Telephone :**

**E-mail:**

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| **Postcode:** |

**Position Held: Start Date :**

**End Date:**

(if no longer employed)

**Department / Section:**

**Reason for leaving:**

**Name :**

**Address:**

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| **Postcode:** |

**Telephone : E-mail:**

**Position Held: Start Date :**

**End Date:**

(if no longer employed)

**Department / Section:**

**Reason for leaving:**

**Section 2a**

**Employment/ Company / Education - Continue**

(most recent employer first). Please cover the last 5 years and state nature of business - if not public sector

**Name : Address:**

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| **Postcode:** |

**Telephone :**

**E-mail:**

**End Date:**

(if no longer employed)

**Position Held: Start Date :**

**Department / Section:**

**Reason for leaving:**

**Section 3 Rehabilitation of Offenders Act (1974)**

**Do you have any convictions that are unspent under the rehabilitation of offender’s act 1974?**

**Yes No**

**If yes, please give details / dates of offence(s) and sentence:**

**Section 4 Previous Airside Pass Held**

**Is there anything in your history which you believe could affect your eligibility for an Airside pass at Heathrow?**

**Yes No**

**Have you ever been refused a security pass at an airport? Yes ** **No**

**Have you ever held an Airport ID Pass at any airport? Yes ** **No If YES, then complete the details below:**

**Airport: Company Sponsor / Employer:**

**Airport ID card**

No **(if known):**

**Company Sponsor / Employer:**

**Dates Valid from:**

20/12/2010

**to** 20/12/2011

**Section 5 Protecting Children and Vulnerable Adults**

The following information may be required if the post you are applying for has a requirement for a DBS/CRB police check.

**Enhanced Checks Only**

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

**Yes No**

**Section 6**

**Personal References**

**( Friends or Neighbors only. Any individual sharing the same address, direct or Indirect Relatives will not be accepted )**

Please clearly outline who your references are.

 **Reference 1**  **Reference 2 Name: Name:**

**Relationship: Relationship:**

**Address:**

**Telephone No: E-mail:**

**Address:**

**Telephone No: E-mail:**

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Are you willing for this referee to be approached prior to the interview?

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**Yes No**

Are you willing for this referee to be approached prior to the interview?

**Yes No**

Please provide details of any other information you think would be of interest to us in considering your application:

**Section 7 Additional relevant information**

**Please provide details of any other information you think would be of interest to us in considering your application:**

**5 YEAR ADDRESS HISTORY**

(most recent address first)

**Address:**

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| **Postcode:** |

**Move in Date : Move out Date:**

**Address:**

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**Move in Date : Move out Date:**

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**Move in Date : Move out Date:**

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**Move in Date : Move out Date:**

**Section 8 Declaration**

I confirm that the information provided on this form, and within my CV, if applicable, is both truthful and accurate. I have committed no facts that could affect my future employment. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I expressly consent to any sensitive or personal data, disclosed as part of my application, being used in connection with the search for work subject to the relevant Data Protection legislation.

I will inform Do Better Recruitment and Staffing ltd of any circumstances that may affect my work, such as changes to health, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that Do Better Recruitment and Staffing ltd has the right to request a Criminal records Bureau Disclosure Where they consider it necessary and that any details from this or any other police checks provided, may be forwarded to a potential employers and selected 3rd parties.

I understand that failure to disclose relevant information or giving false information may result in termination of employment.

I have agreed to, Do Better Recruitment and Staffing Limited’s Terms of Engagement and give my full permission for references to be taken with any of the referees provided.

I am aware that I have the right to withdraw my consent at any time by informing the Do Better R&S that I wish to do so.

**Signed: Date:**

**Print Name:**