

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

| 1. POSITION                           |  |
|---------------------------------------|--|
| Position applied for:                 |  |
| Reference no:                         |  |
| Preferred Location:                   |  |
| Where did you hear about the vacancy? |  |

| 2. PERSONAL DETAILS |           |
|---------------------|-----------|
| Surname:            |           |
| Forenames:          |           |
| Address:            |           |
| Postcode:           |           |
| Phone:              | Home:     |
|                     | Business: |
|                     | Mobile:   |
| E-mail:             |           |

| 3. EDUCATION |    |               |        |       |
|--------------|----|---------------|--------|-------|
| From         | To | Establishment | Course | Grade |
|              |    |               |        |       |
|              |    |               |        |       |
|              |    |               |        |       |
|              |    |               |        |       |

| 4. PROFESSIONAL MEMBERSHIP |      |                        |
|----------------------------|------|------------------------|
| Date                       | Body | Grade & Membership No. |
|                            |      |                        |

*It is the Employer's policy to verify the qualifications of all successful job applications.*

| 5. TRAINING <i>Please continue on a separate sheet if necessary</i> |        |
|---|--------|
| Date  | Course |
|   |        |
|   |        |
|   |        |

**6. EMPLOYMENT** *Please list your most recent job first and continue on a separate sheet if necessary*

| From | To | Name & Address of Employer | Job title & Responsibilities | Reason for leaving | Final Salary |
|------|----|----------------------------|------------------------------|--------------------|--------------|
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |
|      |    |                            |                              |                    |              |

**7. ADDITIONAL INFORMATION**

|   | Yes | No |
|---|-----|----|
| Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974) |     |    |
| Do you have a current driving licence? <i>Please state if you have any penalty points</i>                             |     |    |
| Do you have use of a car for business purposes?   |     |    |
| If offered this position will you continue to work in any other capacity?   |     |    |

**8. WORK PERMITS**

|  | Yes | No |
|--|-----|----|
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? |     |    |
| If you are successful in your application would you require a work permit to work in the UK?                         |     |    |

## 9. DISABILITIES

|   | Yes | No |
|---|-----|----|
| Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?   |     |    |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010: |     |    |

## 10. REFEREES *Please give the name of two people who are willing to give you a reference. These should be past employers or in the case of students, at least one should be a lecturer or school teacher*

|                     | 1 | 2 |
|---------------------|---|---|
| <b>Name:</b>        |   |   |
| <b>Address:</b>     |   |   |
| <b>Phone no.</b>    |   |   |
| <b>Occupation:</b>  |   |   |
| <b>Years known:</b> |   |   |

## 11. DATA PROTECTION ACT

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

JNP Group treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisation's job applicant privacy notice.

## 12. EQUAL OPPORTUNITIES

JNP Group is an equal opportunities employer. JNPGroup will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).

### 13. RECRUITMENT POLICY

It is the organisation's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of sex, race, marital status, civil partnership status, religion or belief, sexual orientation, disability or age

I authorise the organisation to obtain references to support this application once an offer has been made and accepted, and release the organisation and referees from any liability caused by giving and receiving information.

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

**Signature:**

**Date:**

You may return this form by e-mail to [recruit@jnpgroup.co.uk](mailto:recruit@jnpgroup.co.uk) or post to the HR Manager, JNP Group, Link House, St Mary's Way, Chesham, Bucks, HP5 1HR