

# **STAFF APPLICATION FORM**

For



Please complete all sections of this application form in your own hand writing. The more accurate and detailed the information you provide, the more valuable this will be for us to consider your suitability for employment. Some questions may require extended answers and can be completed on the continuation sheet provided.

All information will be treated as strictly confidential. No reference will be taken up, or contact made with your present employers without your prior permission.

Successful applicants, if deemed necessary for their particular role, will be subjected to positive vetting procedures in accordance with NACOSS (National Approval Council for Security Systems) guidelines, therefore there are certain questions may be attached to this application form that relate to the vetting procedure, please answer these questions as accurately as possible to avoid a delay in the vetting process. In addition, if deemed appropriate, this application provides your approval for us to contact the police to verify your answers to some of the questions within.

All Wessex Group companies are dedicated to providing Equal Opportunity Employment.

Please contact HR on 01747 858039 if you require any assistance in completing this form.

# **STAFF APPLICATION FORM**

## **Personal Details**

<b>Name</b>	<b>Address:</b>	
<b>National Insurance Number</b>	<b>Postcode:</b>	
<b>Contact telephone number:</b>	<b>Email address:</b>	
<b>Do you know anyone who works in the Wessex Group? If yes, please provide details:</b>		
<b>Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?</b>	<b>Yes/No</b>	If yes please provide details
<b>If you are successful in your application, would you require a work permit prior to taking up employment?</b>	<b>Yes/No</b>	If yes please provide details
<b>Do you have any unspent criminal convictions?</b>	<b>Yes/No</b>	If yes please provide details
<b>Do you hold a current driving license? (only respond if the position that you are applying for requires you to drive for business purposes)</b>	<b>Yes/No</b>	<b>Please provide details of any current endorsements on your driving license? (e.g. penalty points or driving convictions)</b>

## **About the role**

<b>Position applied for:</b>	<b>Date available for employment:</b>
<b>Desired Salary:</b>	<b>Where did you see the position advertised?</b>
<b>Have you previously applied for any positions with the Company?</b>	(If yes, please give brief details)

## Employment

Please provide any information that highlights your skills and the experience gained in your previous employment. Please provide as much information as possible by including any periods when self employed, unemployed, working abroad, etc. in the following 'Gaps in employment and education' section. Please use the attached continuation page if necessary.

Listed in Reverse Chronological Order (current position first):

Dates of Employment Start    Finish	Job Title	Name of Employer	Address of Employer	Salary on Leaving £
Your duties and responsibilities:				
Your reason for leaving:				

Dates of Employment Start    Finish	Job Title	Name of Employer	Address of Employer	Salary on Leaving £
Your duties and responsibilities:				
Your reason for leaving:				

Dates of Employment Start    Finish	Job Title	Name of Employer	Address of Employer	Salary on Leaving £
Your duties and responsibilities:				
Your reason for leaving:				

Dates of Employment Start    Finish	Job Title	Name of Employer	Address of Employer	Salary on Leaving £
Your duties and responsibilities:				
Your reason for leaving:				

## Education

Please list your secondary school and college details (if applicable). Please provide as much information as possible by including any periods of time out for traveling, casual work, etc. in the following 'Gaps in employment and education' section. Please use the attached continuation sheet if necessary.

Name & Address of School/College	Start & Finish Dates	Courses attended /subjects taken	Exams Passed	Grades

Details of additional training or experience gained since full time education:

If applicable, please detail here any gaps in your employment history:

Initials

Are you prepared to make a statutory declaration for any 'Gaps' in your employment history as shown above?	(Delete) YES/NO	
Do we have your permission to contact former employers, government depts., police authorities, personal referees, etc?	(Delete) YES/NO	

## Experience and interests

Please use this space to describe your relevant experience and why you would be suitable for the position advertised:

Please use this space to describe yourself, including your interests outside of work:

Please use this space as a continuation sheet if necessary:

## References

Please list the names and addresses of at least two persons from whom a character reference may be obtained, one of which should be your most recent manager:

Ref	Name	Address	Tel No/Email Address	Relationship
1.				
2.				

Initials

I am willing to assist the company or their Agent to obtain a continuous record of written evidence confirming there is nothing in my background which would reflect adversely upon my suitability for the proposed employment?

(Delete)  
YES/NO

## Declaration

I declare to the best of my knowledge and belief that the information given in this application is correct. I understand that any false or misleading information given either in this application form or in any other documentation completed or verbal statement made during the recruitment process, may render my contract of employment, if I am appointed, liable to termination.

Signature:

Date:

## Data Protection

I consent to the information given in this application

Signature:

Date:

Please return this to:

Human Resources or e-mail [recruitment@wessex.org](mailto:recruitment@wessex.org)  
Wessex Group  
Wincombe Lane  
Shaftesbury  
Dorset  
SP7 8PJ 01747 858039