

**PRIVATE &
CONFIDENTIAL**



Please return completed form to:

Pro-Align Ltd
The Old Orchard
Towcester Road
Greens Norton
Towcester
NN12 8AN

**APPLICATION
FOR EMPLOYMENT**

Position applied for:-
Temporary General Administrator

Delete Non-Applicable

Full-time	Part-time
Permanent	Temporary
Day work	Night work

APPLICANT Please complete in INK using BLOCK CAPITALS

Forename(s)		<p>If you are shortlisted, you will be asked to produce one or more 'specified documents' (e.g. a P60, UK or Eire birth certificate, passport, work permit) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section 8.</p> <p>Are there any restrictions on you taking up employment in the UK and Ireland?</p> <p>YES / NO <i>If YES, give details</i></p> <p>Do you have a current clean driving licence? YES / NO</p> <p>For what classes of vehicle?</p> <p>No. of any penalty points and endorsements on licence</p> <p>Have you ever had your driving licence revoked? YES / NO</p>
Surname		
Home Address		
	Postcode	
Tel. No.	Mobile	
E-mail Address		
Would you have to move home if offered this job?	YES / NO	

GENERAL EDUCATION	Secondary Education			Further Education		
	From	To	Name of school	From	To	Name of school
Examination results/qualifications obtained						

EMPLOYMENT	Name and address of current employer (or last employer if not currently employed)		Job title	From	To
			Reason for leaving?		
	Average gross pay	£_____ per week / month / annum	Average No. hours worked per week?		
Previous employment (employer name & address)	1.			From	To
	2.			From	To
3.				From	To

PRACTICAL SKILLS	Summarise job skills acquired and specialist training received
What qualities do you have which most suit you to the job you are applying for?	

GENERAL	What are your main interests, sports and hobbies?	
	Current Membership of professional bodies, clubs or societies ?	
	Do you have any other employment (including any part-time work) which you intend to continue?	YES / NO <i>If YES, give details</i>
	Do you have any other commitments which may limit your working hours?	YES / NO <i>If YES, give details</i>
	Future training plans (give details of any courses you intend to pursue)	
	Have you ever been dismissed from employment?	YES / NO <i>If YES, give reason</i>
	Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.	
	Please give any other information relevant to your application, e.g. outline any notable achievements	

REFERENCES	Names and addresses of two references			
	Professional			
	Email	Tel. No.	Can they be contacted now?	YES / NO
	Character			
Email	Tel. No.	Can they be contacted now?	YES / NO	

AVAILABILITY	When would you be available for interview?	
	If offered this job when could you start?	
	LEAVE – Do you have any holiday commitments in the next 12 months?	YES / NO <i>If YES, give details</i>
	– Have you any Parental Leave commitments?	YES / NO <i>If YES, give details</i>
	– Have you previously taken any Parental Leave?	YES / NO <i>If YES, state period</i>

How did you hear about this job vacancy?	
Do you know anyone in our employment?	YES / NO <i>If YES, give names</i>

DECLARATION – Please read carefully, then sign and date your application	
<p><i>I can confirm that the above information is correct and that misleading statements will give my employer the right to terminate any employment contract offered.</i></p> <p><i>Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intentions and obtain your permission prior to contacting your doctor. I agree the organisation reserves the right to require me to undergo a medical examination.</i></p> <p><i>I agree this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with Data Protection laws (See opposite).</i></p>	
Applicant signature	Date
This application form was completed by: <i>(please tick)</i> <input type="checkbox"/> Applicant only <input type="checkbox"/> Applicant with some assistance <input type="checkbox"/> Someone other than applicant	

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.

2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at <https://www.pro-align.co.uk/wp-content/uploads/2018/06/Privacy-Notice-for-Job-Applicants.pdf>.