



<b>Name:</b>				
<b>Position applied for:</b>				
<b>Return form and/or your CV to:</b>		Ian Sawyer, Human Resources, Hillside, Gotham Road, Kingston on Soar, Nottingham, NG11 0DF		
<b>Present post:</b>		<b>Job title:</b>		
<b>Employer:</b>		<b>Date started:</b>		
<b>Salary and benefits:</b>				
<b>Major duties and responsibilities: (please continue on separate sheet if necessary)</b>				
<b>Previous posts (please start with the most recent):</b>				
<b>Job title, and brief description of duties:</b>	<b>Employer name:</b>	<b>Dates (from/to)</b>	<b>Salary</b>	<b>Reason for leaving:</b>
<b>Have you worked for the Hardstaff Group before? Yes / No (If yes, please give details)</b>				

## Education/training

<b>Secondary education:</b>	<b>Dates attended:</b>	<b>Qualifications/grade:</b>
<b>Further/higher education:</b>	<b>Dates attended:</b>	<b>Qualifications (with date)/grade:</b>
<b>Other relevant training, professional qualifications or work related skills (for example languages/short hand etc:</b>		
<b>Are you undertaking any course of study at present? (If so, please give details)</b>		
<b>Are you a member of any professional bodies? (If so, please give details of body, membership number and level within the body)</b>		
<b>Driving licence details: (If provisional licence holder please indicate, if no licence held state 'None').</b>		
<b>Licence category/s held:</b>		
<b>Any licence restrictions?</b>		
<b>Details of any endorsements:</b>		
<b>Date of expiry of each category held:</b>		
It is the Company's policy to verify the qualifications of all successful applicants and you may be asked at a later stage in the recruitment process for you consent to checks being carried out, and to supply original certificates.		

**Supporting Information.** Please provide as much information as you consider relevant in support of your application. Continue on separate sheets if necessary:

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**Other details**

**What is the notice period required in your present job?**

<b>Is your present post your sole regular employment?</b>	<b>Yes</b>	<b>No</b>
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<b>Do you have the right to work in the UK?</b>	<b>Yes</b>	<b>No</b>
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**Where did you see this post advertised?**

**Convictions**

<b>Have you been convicted of a criminal offence?</b>	<b>Yes</b>	<b>No</b>
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If Yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

**Personal Details**

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	

<b>Daytime telephone number:</b>	Can we contact you during the day?                      Yes      No
<b>Evening telephone number:</b>	
<b>Email address:</b>	

<b>References</b>
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Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

<b>1. Name:</b>	<b>2. Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address (if known):</b>	<b>Email address (if known):</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May references be taken up before interview?</b>  YES/NO	<b>May references be taken up before interview?</b>  YES/NO

**Data Protection**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to the Hardstaff Group processing the data supplied in this application form for the purpose of recruitment and selection.

Signed: ..... Date: .....

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct. I accept that if I have made any statement which is later proven to be untrue this may affect this application, or if a job offer is made my position within the company.

Signed: ..... Date: .....

**Monitoring**

The Company is committed to the principle of equal opportunity in employment.

Our employment policies for recruitment, selection, training, development, promotion and dismissal are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, ethnic or national origins, sex, sexual orientation, gender reassignment, marital status, age, nationality, religion, belief or disability.

You are requested to complete the below statement, which will not form part of the recruitment process.

**Ethnic Background**

What do you consider your ethnic background to be? If you prefer not to say, leave this section blank.

White British	Yes	No	Indian	Yes	No
White (other)	Yes	No	Pakistani	Yes	No
White Irish	Yes	No	Bangladeshi	Yes	No
Mixed Race	Yes	No	Other Asian (non-Chinese)	Yes	No
Black Caribbean	Yes	No	Chinese	Yes	No
Black African	Yes	No	Other	Yes	No
Black (other)	Yes	No			

**Disability**

Do you consider yourself to have a disability (as defined by the Equality Act 2010)? If you prefer not to say, leave this section blank.	Yes	No
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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 and this meet our obligations under the Equality Act 2010.

**Sex**

Are you male or female? If you prefer not to say please leave this section blank.	Male	Female
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**Sexual Orientation**

Please describe your sexual orientation. If you prefer not to say please leave this section blank.

Heterosexual	Yes	No	Homosexual	Yes	No
Transgender	Yes	No	Bisexual	Yes	No
Gender reassigned	Yes	No	Other	Yes	No

Applicants name: .....

Post applied for: .....