

Candystripe.inc Ltd

APPLICATION FOR EMPLOYMENT

Please complete ALL sections in your own handwriting

Position Applying for:	Date:	How did you hear about the vacancy?
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EQUAL OPPORTUNITY AND SAFEGUARDING CHILDREN POLICY PART OF THE RECRUITMENT AND SELECTION POLICY

Candystripe.inc Ltd policies and practices do not discriminate on the grounds of race, colour, sex, nationality, religion, ethnic origin, age, sexual orientation, marital status or disability unrelated to ability to do the job. In order for the company to monitor its equal opportunity policy and also to ensure we are covered for the disability discrimination act you will be asked to provide information in relation to the above. We have a strict Safeguarding policy at Candystripe that MUST be adhered to at all times. We take safeguarding of our children and promoting their welfare of the greatest priority and our recruitment system is strict and thorough in order to ensure the safety of the children in our care. All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. You will be asked to sign a disclaimer if employment is secured on this basis. Waivers can be applied for in certain circumstances so please be honest with the information you provide. Failure to comply could result in an application being rejected or summary dismissal/police referral. You will be asked to complete a CRB, a list 99 check, identity checks and provide references prior to starting employment. This information is not used as a basis for selection. If this form is needed in larger font please call 0113 275 7697 to request.

ETHNIC ORIGIN

In order to help us ensure that our equal opportunity policy is being carried out, would you please indicate your ethnic origin (by ticking the appropriate box)

A White	<input type="checkbox"/>	D Black – other	<input type="checkbox"/>	G Bangladeshi	<input type="checkbox"/>
B Black – Caribbean	<input type="checkbox"/>	E Indian	<input type="checkbox"/>	H Chinese	<input type="checkbox"/>
C Black – African	<input type="checkbox"/>	F Pakistani	<input type="checkbox"/>	I Other, please specify	<input type="checkbox"/>

PERSONAL DETAILS (please give your full name)

Surname:	Forenames:	Gender:
Title: Mr/Mrs/Miss/Ms	Date of birth: Age:	Nationality:
Previous/Alternative Surname (if applicable):	Preferred Forename (e.g., 'Jim' for 'James')	

HOME ADDRESS

Address:	<u>Telephone Numbers</u>
	Home:
	Work:
Post Code:	Mobile:
Resident Since:	Email:

If you have lived at the above address for less than five years, please complete the section below and continue on a separate sheet if more than 2 previous addresses in the last five years.

PREVIOUS ADDRESS (most recent to cover for past 5 years if not showing above 5 years residence)

(1) Address: Post Code: From: _____ To: _____	(2) Address: Post Code: From: _____ To: _____
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EMPLOYMENT DETAILS (list 3 years employment history and fully explain any gaps in employment)

PRESENT OR LAST EMPLOYER

Name & Full Address of Employer: (if through an Employment Agency, please also give agency details)	Current Position:		
	Date Appointed to Current Position:		
	Current Salary & Benefits:		
	Date Joined Company:		
	Date of Leaving (if applicable):		
Description of Responsibilities and Duties:			
Reason for Leaving/Wishing to leave:			
What notice are you required to give?		Have you already given notice?	Yes/No
Dates of holidays already arranged:			

Candystripe.inc Ltd

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PREVIOUS EMPLOYMENT (most recent first and include full address details) Please use extra sheets if necessary

Dates		Name & Full Address of Employer's Business (if through an Employment Agency, please also give the Agency details)	Job Title	Reason for Leaving
From	To			

OTHER RELEVANT SKILLS OR TRAINING (Including Professional Qualifications) Please use extra sheets if necessary

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EDUCATION AND TRAINING (most recent first). Please use extra sheets if necessary.

Dates		University/College/Secondary School With full address	Principle/Tutor	Course/Examinations taken and grades achieved. If course not completed, please state why
From	To			

GENERAL Where the response to any of the following is YES, please give full details on a separate page if required

Do you need permission to work in the UK? (please provide proof of your right to work in the UK – e.g., European passport, national identity card, endorsement in a passport, Home Office letter, work permit, birth certificate)	YES/NO
Do you have any Civil or Criminal proceedings pending? NB: In accordance with the Children's Act 1989 it is a requirement of employment that all potential employees undergo Police and Social Services checks to determine their suitability to work with children	YES/NO
Do you have any convictions which could effect your ability to work with children?	YES/NO
Are you currently the subject of disciplinary proceedings by a previous or current employer and/or any regulatory or professional body or association in relation to your business or professional activities?	YES/NO
Have you ever been publicly censured, disciplined, suspended or expelled by any regulatory or professional body or association in relation to your business or professional activities?	YES/NO
If offered this job, would you have to relocate?	YES/NO
Do you possess a current driving license? (please give details of any endorsements/penalty points)	YES/NO
How many days absence due to sickness have you had in the last 12 months?	
If you have a current CRB please state the number here for our reference.	
A medical examination may be requested for acceptance of (or during) your employment. Are you prepared to have such an examination at the company's expense?	YES/NO

EMPLOYMENT OF RELATIVES

No employment, promotion, transfer, re-organisation or other staffing arrangement shall be made if that arrangement would result in the supervision of an employee by a relative. Similarly, relatives are not permitted to work in the same department. Please advise below if you have any relatives currently employed by Candystripe.inc

For the purpose of this policy, 'Relative' means mother, father, grandmother, sister, brother, son, daughter, spouse (including common law), mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepchild, aunt, uncle, niece, nephew, cousin or grandchild.

<u>NAME OF RELATIVE(S)</u>	<u>RELATIONSHIP</u>

REFERENCES

Company name	Name	Address and contact details

IMPORTANT – USE OF YOUR PERSONAL INFORMATION

UNDER THE DATA PROTECTION ACT 1998 ("the Act"), YOU HAVE A RIGHT TO KNOW HOW CANDESTRIP.INC LTD ("WE" OR "US"), BEING THE DATA CONTROLLER, WILL USE YOUR PERSONAL INFORMATION. IT IS IMPORTANT THAT YOU CAREFULLY READ THE NOTICE BELOW BEFORE YOU SIGN THIS APPLICATION. BY SIGNING, YOU AGREE TO THE USE OF YOUR INFORMATION AS SET OUT.

It is important that you give us accurate information. If you knowingly give us wrong information, your application will be rejected or any contact of employment entered into with you is likely to be terminated. You agree that in considering your application we will use and take account of:

- o The information you give us;
- o The results of any aptitude, psychometric and/or other tests which we may ask you to undertake;
- o The results of enquiries we make about you; these will include enquiries of your current and/or previous employers and/or any educational establishments that you have attended, and by signing below you authorise the relevant persons, companies, firms or establishments to disclose information about you to us.

This information may include sensitive personal data as defined in the Act, such as information about any criminal proceedings or convictions and/or your health. However, our selection criteria does not have any regard to your race, sex, religion, age, marital status, nationality, ethnic origin, sexual preference or disability unrelated to the ability to do the job. In event that you become an employee, details of your application, test results (where applicable) and the results of our enquiries and searches about you will be retained on your Employee File for so long as it is relevant. Otherwise they will be retained for a period of 6 months only to assist with any queries or to consider you for any other vacancy which may become available. Please tick this box if you would NOT wish to be considered for any other vacancy.

Signed

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Dated

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