



Application for Employment

Before completing this form, please read the accompanying guidance notes.

Please use black ink and write clearly or type.

Vacancy Details

Application for employment as:Job reference:.....

This post will require you to travel across Derby City and Derbyshire County. Please indicate the method you will use (delete as appropriate): Own a car / Public Transport

Employment

Present/most recent employer name.....

Employer's address:

..... Post code:

Dates employed: From: To:

Job title:

Current or most recent salary/benefits:

What period of notice is required by your current employer?

Previous employer(s)

Please list all previous employers and explain any breaks in employment.

Please Note: we may choose to contact previous employers of the last 5 years.

Dates employed From-to dd/mm/yy	Employer Name and Address	Position held

Education and Training

Education. Qualifications obtained and those currently being pursued

Date	Institution	Qualification	Grade/level

Do you have any of the following training certificates: (this does not affect the recruitment process but helps plan training needs during the recruitment process)

Epilepsy : in the last 12 months	Y / N	First Aid: in the last 3 years	Y / N
Moving and Handling: in the last 12 months	Y / N	Fire Marshal: in the last 3 years	Y / N
Food Hygiene: in the last 3 years	Y / N	Health & Safety: in the last 3 years	Y / N
Infection control: in the last 3 years	Y / N	Safe Administration of Meds: 3 years	Y / N

Training. Other than the above, please list any other work related training you have relevant to the role

Course date	Course title and subjects covered	Training organisation

Membership of professional bodies

Body: Membership status:

Registration no.: Renewal date:

Body: Membership status:

Registration no.: Renewal date:

Other relevant work, e.g. voluntary, unpaid work, community work. Please refer to the person specification and job description. Continue on a separate sheet if necessary.

Dates	Nature of activity

Relevant Experience and Skills

Describe the relevant experience, skills, knowledge and qualities you can bring to this job, and any other information you feel will support your application. Short listing and selection will be based on the criteria set out in the accompanying person specification. (Please continue on an additional sheet, if necessary (maximum 1)).

The information on the following sheets will be separated from your application as soon as it is received. It will not be passed on to anyone involved in short listing or appointment to this post for equal opportunity purposes.

Equal Opportunities (Optional)

Umbrella operates an equal opportunity policy. To help us monitor its effectiveness, please complete this section. This information will be used for monitoring purposes only and will be anonymised. A statement of the policy is included in the recruitment guidance.

Please tick the appropriate boxes below:

What is your sex? Male Female

What is your nationality?

Would you describe yourself as having a disability? Yes No

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background:

A. White

British
 English
 Scottish
 Welsh
 Other, please write in

Irish
 Any other White background
Please write in

B. Mixed

White and Black Caribbean
 White and Black African
 White and Asian
 Any other Mixed background
Please write in

C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

Indian
 Pakistani
 Bangladeshi
 Any other Asian background
Please write in

D. Black, Black British, Black English, Black Scottish or Black Welsh

Caribbean
 African
 Any other Black background
Please write in

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

Chinese
 Any other Asian background
Please write in

To help us monitor our recruitment advertising, please say where you saw this post advertised.

.....
.....

Personal Details

First name(s): Title (Mr/Mrs/Ms etc):
Surname:
Address: ☎ Home:
..... ☎ Mobile:
Post Code: ☎ Work:
Email address:
May we contact you at work? Yes No

Are you related to any employee or committee member of Umbrella? Yes No
If yes, please provide the following details
Name: Position:
Relationship to you:

References

Please give details of two referees. One should be your current or most recent employer. Both should be professional references from your own/previous employers and should contain professional email addresses (not personal) and neither should be related to you.

Name: Position:
Address:
..... Postcode:
Email address: ☎:
Name: Position:
Address:
..... Postcode:
Email address: ☎:

May your present employer be contacted if you are shortlisted? Yes No

Dates when NOT available for interview in the next 6 weeks:

We will try to avoid these dates where possible

Residency

Do you require a work permit/visa to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what sort of permit/visa do you require?		
If you currently hold a permit/visa, please give the Home Office reference number		

Rehabilitation of Offenders Act

This post has substantial access to children and/or vulnerable adults and as such, entitles Umbrella to make enquiries of employees and is subject to an enhanced record check with the Disclosure and Barring Service (DBS check).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. If you are successful at interview, your appointment will be subject to a check regarding criminal convictions and whether there has been a disqualification from working with children/adults. In this case you will be provided with a further questionnaire via email and will be required to pay the initial fee.

Failure to complete the DBS check will result in the job offer being withdrawn. The DBS will check the information you provide below.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

Yes No If yes, please give brief details:

Nature of offence(s).....

Date of convictions(s) Penalty.....

Disabled People

People with a disability or a health condition are entitled in law to reasonable adjustments during the recruitment process.

Do you consider yourself to have a disability? Yes No

If yes, what adjustment if any, do you require in order to attend interview?
.....

Do you consider yourself to have a health condition? Yes No

If yes – please explain
.....

Health Declaration

Please list any illness, with dates, where you have had more than a fortnight off work:

Illness: Dates:

Now consider the last two years, what time off work for sickness have you had?

Number of days: Number of occasions:

General Data Protection Regulations

Any data about you will be held in secure conditions with access restrictions. Data will be used for employment monitoring purposes (equal opportunities section only) and will not be shared with anyone outside of Umbrella. If you are unsuccessful, your application will be destroyed after a period of 12 months. If you are the successful candidate, this form will be used as part of your personnel record. For further information please see the privacy statement on our website www.umbrella.uk.net

Declaration

I declare that the information contained in this application is complete and correct. I understand that, if I have knowingly provided false information in support of my application, I may be disqualified or dismissed after appointment.

I consent to the use of this information as outlined above

Signature

Date

Please return this form by

to: **General Manager**
Umbrella House, 64 Birdcage Walk,
Mackworth, Derby,
DE22 4LD
Mark as "Private & Confidential"