

Unique Identification Number

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Finance & Personnel  
Bristow & Sutor  
Bartleet Road  
Washford  
Redditch  
Worcs. B98 0FL

# Bristow & Sutor

## Civil Enforcement Agents



# APPLICATION FOR EMPLOYMENT

### 1. Vacancy Details

Post Applied For:

Where did you hear of this vacancy?

### 2. Personal Details

Title:

Forename:

Surname:

Address:

Postcode:

Home Tel:

Mobile:

### 3. Employment History (Most Recent First)

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for leaving/wishing to leave				

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for Leaving				

Employment History – continued...

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for Leaving				

**4. Other Employment Details**

Are you currently employed?  YES  NO

If NO, how long have you been out of work .....

Have you applied to us or worked for us before?  YES  NO

If YES, what position & when .....

Do you know anyone already employed by the company?  YES  NO

If YES, whom and what is their position.....

Did this person recommend you to the Company?  YES  NO

If you have applied for part-time work, please state preferred hours/days .....

If offered this position, will you also work in any other capacity (i.e. for ANOTHER Company)  YES  NO

If YES, please give details .....

Are you a British subject or a national of any EU country?  YES  NO

If NO, do you have the right to work in the UK and a current Work Permit?  YES  NO

If YES, please give expiry date of Work Permit .....

How much notice are you required to give to your present employer? .....

## 5. Academic Record

Name of School	Subjects	Examinations Taken	Grades
Name of College or University			
Professional Qualifications			

## 6. Other Details

Do you possess a Full Driving Licence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, how long have you held a Licence? ..... (You would not be required to use your own vehicle on company business).		
Have you had any driving convictions within the last 10 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please state details.....		
Have you ever been convicted for a drink/drug related motoring offence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please state details .....		
.....		
Have you or your partner ever been adjudged Bankrupt, had any County Court Judgments made against you or been summoned for non-payment of Council Tax, Business Rates or Magistrates/Parking Fines?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please state details .....		
.....		
Have you been convicted of a criminal offence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please state details (Convictions spent under Rehabilitation of Offenders Act need not be disclosed).		
.....		
.....		
Are there any adjustments that may be required to be made should you be invited for interview?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please state details .....		
.....		

**7. Supporting Statement for Relevant Skills, Knowledge and Experience**

Please explain why you think you are a suitable candidate for the position you have applied for, together with any additional information or experience which you consider relevant and wish to provide to demonstrate that you have the qualities to do the job. Please continue on a separate sheet if necessary:

.....  
.....  
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.....  
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.....  
.....  
.....

**8. Address History - If you have lived at your current address for less than 6 years please list in full all your previous addresses for the past 6 years.**

From .....To ..... Address .....Post Code.....  
From .....To ..... Address .....Post Code.....  
From .....To ..... Address .....Post Code.....  
From .....To ..... Address .....Post Code.....

**9. Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us on this and the Equal Opportunities Form will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

By signing the application form, we will be assuming that you agree to the processing of sensitive personal data, as described above.

**10. Declaration**

I declare that the information given on all parts of this application form and in any other forms or documentation which accompanies it, is to the best of my knowledge correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal. I accept that:-

- If I am appointed, the information on this form may be used, in accordance with Schedule 2 of the Data Protection Act 1998, to form a part of my permanent personal record.
- The information in the Equal Opportunities Monitoring Form which accompanies the application form will be used in accordance with Schedule 3 of the Data Protection Act 1998 to identify and review the equality of treatment between individuals with a view to enabling such equality to be promoted and maintained. It will not be seen by those who are responsible for making selection decisions.
- Should I be successful in my application, I give my consent for you to contact my previous employers concerning my prior work experience. This will only be done after commencing employment with us.

Signed .....

Date .....

Unique  
Identification  
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# Equal Opportunities Monitoring Form



Bristow & Sutor has, and operates, an Equal Opportunities Policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. The Company actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. The information given below will be completely confidential and used only for monitoring purposes and will not be taken into account when making the appointment, as it will be detached from the main application form.

<p><b>Gender</b></p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transsexual <input type="checkbox"/> Undergone, or undergoing, male to female gender reassignment <input type="checkbox"/> Undergone, or undergoing female to male gender reassignment <input type="checkbox"/> Prefer not to say
<p><b>Marital Status</b></p> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> In a civil partnership <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Prefer not to say
<p><b>Sexual Orientation</b></p> <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say
<p><b>Age Band</b></p> <input type="checkbox"/> Under 18 <input type="checkbox"/> 18 – 29 <input type="checkbox"/> 30 – 39 <input type="checkbox"/> 40 – 49 <input type="checkbox"/> 50 – 59 <input type="checkbox"/> 60 – 65 <input type="checkbox"/> Over 65  Date of Birth: _____ (Only used if offered a position)
<p><b>Disabilities</b></p> <input type="checkbox"/> None <input type="checkbox"/> Physical disability (please specify) <input type="checkbox"/> Mental disability (please specify) <input type="checkbox"/> Prefer not to say

<p><b>Race/Nationality/Ethnic Origin</b></p> <p><b>White</b></p> <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/> Other white background (please specify) _____
<p><b>Mixed</b></p> <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black British <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please specify) _____
<p><b>Asian</b></p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> British <input type="checkbox"/> Other Asian background (please specify) _____
<p><b>Black</b></p> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Other black background (please specify) _____
<input type="checkbox"/> Chinese <input type="checkbox"/> Other ethnic group (please specify) _____
<input type="checkbox"/> Prefer not to say
<p><b>Religion</b></p> <input type="checkbox"/> Christian (specify denomination) _____ <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Rastafarian <input type="checkbox"/> Baha'i faith <input type="checkbox"/> Shinto <input type="checkbox"/> Chinese folk religion <input type="checkbox"/> Non-religious/non believer <input type="checkbox"/> Other religion (please specify) _____ <input type="checkbox"/> Prefer not to say

For the purposes of compliance with the **Data Protection Act 1998**, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

**Signed**..... **Date**.....