

**PRIVATE AND CONFIDENTIAL**

## **APPLICATION FORM**

Please complete this form using **capital letters and black ink only**, and return it to via info@breakwells.com or post and mark it private and confidential and for the attention of Office Managing Partners – Gill Burston and Julie Taylor.

<b>Position applied for:</b>
<b>Salary expectation:</b>

### **PERSONAL DETAILS**

<b>Title</b>	<b>Surname</b>	<b>Forename(s)</b>
<b>Address</b>		
<b>Postcode</b>		
<b>Telephone numbers:</b> home work <i>(only if we may telephone you there)</i> mobile		
<b>Email:</b>		
Are there any restrictions on your continued residence or employment in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give details:		
What period of notice is required by your present employer?		
Only complete the next 3 questions if these are a requirement of the job for which you are applying, otherwise continue overleaf.		
Do you have a current and clean driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have your own vehicle? YES <input type="checkbox"/> NO <input type="checkbox"/>	Do you have a clean HGV licence? YES <input type="checkbox"/> NO <input type="checkbox"/>

## DRIVING QUALIFICATIONS

Driving Licence number:	Categories covered:
Expires on date:	Issued by:
Endorsements:	
If you hold a current LGV or PVC licence, please state the following:	
Licence Number:	Class:
Issuing Authority:	Date Issued:
If you have received instruction in driving commercial vehicles from a qualified instructor, please give details:	
Name of Training body:	Place of Training:
Types of vehicles trained on:	Length of Training:

Please attach a copy of your driving licence.

## EMPLOYMENT RECORD

### CURRENT OR MOST RECENT JOB

Position held:

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Name and address of employer:

Please give brief description of duties:

Current or last salary and reason for leaving:

**PREVIOUS EMPLOYMENT**

Please start with the most recent and work backwards, continuing on a separate sheet if necessary.

**Position held:**

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Name and address of employer:

Please give brief description of duties:

Reason for leaving:

**Position held:**

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Name and address of employer:

Please give brief description of duties:

Reason for leaving:

**Position held:**

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Name and address of employer:

Please give brief description of duties:

Reason for leaving:

## EDUCATION

Please indicate all qualifications, starting with the most recent.

School / College/University	Qualifications gained/ subjects and grades

## TRAINING/PROFESSIONAL QUALIFICATIONS

Please detail other training or professional qualifications that you feel are appropriate to this application and note that you will be asked to provide evidence and or certification.

Course	Brief details

## ACHIEVEMENTS

Please include any further information including details of your main achievements to date, relevant to this application.

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## REASON FOR APPLYING

Why do you consider you are a suitable candidate for this position and what motivated you to apply? *(Continue on a separate sheet if necessary.)*

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

**SIGNATURE** ..... **DATE** .....

## **PRIVATE AND CONFIDENTIAL**

The following pages will be detached from your application prior to it being considered as they contain information that is strictly private and confidential.

<b>NAME:</b>	
<b>POSITION APPLIED FOR:</b>	

## **REFERENCES**

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.

<b>Current/last employment</b>	<b>Previous employment</b>
Name	Name
Job title	Job title
Address	Address
Postcode	Postcode
Telephone	Telephone
Email	Email
Position held in relation to you (e.g. line manager)	Position held in relation to you
Job held by you and dates	Job held by you and dates
Referee can be contacted prior to offer being made? YES/NO	Referee can be contacted prior to offer being made? YES/NO

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### **EQUAL OPPORTUNITIES**

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, nationality, disability, age, gender, sexual orientation or marital status, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)

#### **SEX**

MALE

FEMALE

PREFER NOT TO SAY

#### **AGE**

16-18 YRS

19-25 YRS

26-35YRS

36-45 YRS

46-64.5 YRS

Within 6 months of reaching age 65

65 YRS AND OVER

PREFER NOT TO SAY

#### **DISABILITY**

Do you consider that you have a disability, as defined in the Disability Discrimination Act 1995?

YES

NO

PREFER NOT TO SAY

If YES, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary).

**If there are any special arrangements which need to be made should you be shortlisted for interview, please contact us to notify us of these.**

#### **RACE**

Please make sure that you read all the categories and then tick the box that applies to you.

**I am:**

**White:**

BRITISH

IRISH

ANY OTHER WHITE BACKGROUND (*please specify*):

**Mixed race:** WHITE AND BLACK CARIBBEAN WHITE AND BLACK AFRICAN

WHITE AND ASIAN ANY OTHER MIXED BACKGROUND (*please specify*):

**Asian or Asian British:** INDIAN

PAKISTANI

BANGLADESHI

ANY OTHER ASIAN BACKGROUND (*please specify*):

**Black or Black British:** CARIBBEAN AFRICAN

ANY OTHER BLACK BACKGROUND (*please specify*):

**Chinese or other ethnic:** CHINESE

ANY OTHER (*please specify*):

**Prefer not to say:**

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### **SEXUAL ORIENTATION**

LESBIAN/GAY  BI-SEXUAL  HETEROSEXUAL  PREFER NOT TO SAY

### **RELIGION**

CHRISTIAN  (including Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations)

BUDDHIST  HINDU  JEWISH  MUSLIM  SIKH

ANY OTHER RELIGION  (please specify): PREFER NOT TO SAY

## **REHABILITATION OF OFFENDERS ACT 1974**

*Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.*

Have you been convicted of a criminal offence (including driving offences), which is not spent, as defined in the above Act?

YES  NO

If yes, please give details of date(s), offence(s) and sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions: these are mainly medical, legal or accountancy professions. Neither does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions below, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed.

If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adult's barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*

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**WHERE DID YOU HEAR ABOUT THIS VACANCY?**

**Thank you for applying.**

Registered Office: Road No 2, Firs Industrial Estate, Stourport Road,  
Kidderminster, DY11 7QN, England

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