



Application Form

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for: _____ How did you hear of this vacancy: _____

PERSONAL DETAILS

FULL NAME: Mr/Ms/Mrs/Miss/Other	
Address:	Telephone Number (including STD Code)
	Home: Mobile: Business: Email address:
Postcode:	(Tick box if you do not want to be contacted at work). <input type="checkbox"/>
	Do you need a work permit to take up employment in the U.K.? Yes / No

EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade
	From	To		

FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

Please give details of any educational courses you are currently studying

<p>PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:</p> <p>PIN (where applicable):</p> <p>FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written:</p>

EMPLOYMENT HISTORY

Please list, starting with the most recent, all the organisations for which you have worked, listing and explaining any gaps in employment since leaving full time education, continue on separate sheet if necessary:

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From Month\Year	To Month\Year			

HEALTH

Are you prepared to undergo a medical examination prior to employment?	Yes / No
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SUPPLEMENTARY INFORMATION

Please give dates of any holidays arranged:	
Do you have any commitments which might limit your working hours?	Yes / No
If Yes, please give details:	
Are you willing to work overtime and weekends when required?	Yes / No

SUPPLEMENTARY INFORMATION

Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary).

Have you ever been convicted of a criminal offence: Yes / No
 If Yes, please give further information:

Are you currently the subject of any police investigation and/or prosecution, in the UK or any other country? Yes / No

Have you ever been convicted of any criminal offence required by law to be disclosed, received a police caution in the UK or a criminal conviction in any other country? Yes / No

If you have answered YES to any of the above, please give details (continue on a separate sheet if necessary)

How much notice are you required to give to leave your present employment?

Have you worked for us before? Yes / No
 If Yes, give details of reason for leaving:

Please list your interests, sports, hobbies, etc.

Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

If you are offered this position, would you intend to continue with any other paid or voluntary employment? Yes / No

REFERENCES

Please give the names and addresses of two referees (who are not staff of Windsor Telecom, or related to you), who we can approach for a confidential assessment of your suitability for this job.

(Note: One of these must normally be your present/last EMPLOYER and the other a previous EMPLOYER).

Can we approach your present/most recent employer? Yes / No

Tick box if you do not wish your present employer to be contacted before an offer of employment is made

Name, Position, Full Address and Telephone Number	Name, Position, Full Address and Telephone Number
Name: Position: Address: Postcode: Tel:	Name: Position: Address: Postcode: Tel:

DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to the Organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: _____ Dated: _____

Equal Opportunity Monitoring

Windsor Telecom is committed to the development of positive policies to promote equal opportunity in employment. We therefore aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, gender-reassignment or marital/civil partner status, or being a part-time or fixed term worker, or being a pregnant woman or mother who has just had a baby or a mother who is on maternity leave. To ensure that our equal opportunity policy is effective, we carry out monitoring of job applicants and we would like you to answer the questions below. Please send the form back to us with your completed application form. The selection process for our positions focuses only on your ability and potential for the job. **This information will be kept completely separate from your recruitment application form and will be used to compile anonymous statistical information only.** Monitoring is recommended by; the Equality and Human Rights Commission and the Confederation of British Industry.

The Company will keep personal information on you and provide such information only on a need to know basis as and when required. You have the right to inspect such information and, if necessary, to require corrections should such records be faulty. By completing and returning this form you give your express authority for the Company to process the sensitive personal data it contains.

Vacancy:	
Male / Female:	

DISABILITY

In order to ensure that people with disabilities can compete fairly for jobs at Windsor Telecom, it would be helpful if you could answer the following questions:

Do you consider yourself to have a disability or a long-term health condition?

I.e. do you have a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities? This does not mean you have to be registered as a disabled person.

Yes No

If yes, please state briefly the nature of your disability:

Would the Company need to make any special provisions to enable you to attend for interview? If so, please give details:

ETHNIC ORIGIN

Which one of the following groups do you feel most adequately describes your ethnic origin? Choose one from the appropriate sections by indicating with a tick or please state in the box provided: *(Based on classifications recommended by the Equality and Human Rights Commission)*

Section 1

White Black Asian Mixed

Section 2

British English Scottish Welsh Irish Other

Section 3

White and Black Caribbean White and Black African White and Asian Any other Mixed background

Section 4

Indian Pakistani Bangladeshi Caribbean African
 Chinese Other