

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Write in *black pen* or type

JOB DETAILS	
Post applied for:	
Closing Date:	Ref:
How did you hear about the vacancy?	

PERSONAL DETAILS	
Title: Mr / Mrs / Miss / Ms / Dr /Other	Surname/family name:
First/given names:	
Previous Forenames:	Previous Surnames:
Address:	
Postcode:	
Telephone No. Home:	Mobile:
Work:	Extension:
Email Address:	
National Insurance Number:	

EDUCATION & TRAINING				
General Qualifications <small>(GCSE/RSA/NVQ. etc, or equivalent)</small>	Subject	Result/Grade <small>(i.e. A,B,C or pass, merit etc.)</small>	Further Education <small>(degrees, professional, secretarial, apprenticeships, membership exams)</small>	Year Obtained
(Please continue on a separate sheet	if needed)			

Dates of any current studies	Exam/Completion Date
(Please continue on a separate sheet if needed)	

Computer software	Experience and/or Qualifications
(Please continue on a separate sheet if needed)	

INFORMATION SUPPORTING YOUR APPLICATION					

You are invited to give any additional information which you think would be relevant to your application, including details of previous experience, achievements, training and if appropriate, a summary of your present duties and responsibilities.

Discuss how you meet the criteria of the job specification for the post for which you are applying.

You may also provide details of your interests, hobbies or any other unpaid, voluntary work if you consider this relevant to your application.

REFERENCES	
<p>One of your references must be from your line manager in your present or most recent employment and ideally the other referee should be a previous employer. If you have recently completed your education/professional training you must provide the name of your head of school/director of education/senior tutor.</p> <p>Your referees must be able to comment on your ability and suitability for the post (relatives and friends are not acceptable and will not be contacted).</p> <p>Please note it is the policy of Starglade Group of Companies to contact referees prior to interview if you do not want us to contact your referee, please indicate by ticking in the box(es) below.</p> <p>I do not want my first referee to be contacted prior to interview <input type="checkbox"/></p> <p>I do not want my second referee to be contacted prior to interview <input type="checkbox"/></p>	Second Referee
	Referee's name:
	Job Title:
	Organisation:
	Address:
	Telephone no. (include STD code and extension):
	Fax no:
	Email address:
	In what capacity does this referee know you?
First Referee	
Referee's name:	
Job Title:	
Organisation:	
Address:	
Telephone no. (include STD code and extension):	
Fax no:	
Email address:	
In what capacity does this referee know you?	Job offers will not be made if references cannot be obtained after your interview.

I understand the appointment, if offered, is subject to satisfactory pre-employment checks and subject to the information provided on the application form or any other document being correct. Any false or misleading information provided on this form may result in any employment being terminated. I understand that the information provided on this form may be entered onto a computerised system.

Signed:

Date:

Please return to: asf@starglade.com or Starglade Group of Companies, Knowle House, Rotherfield Road, Crowborough, Sussex. TN6 3DY

Committed to Equal Opportunities in Employment

We are committed to achieving equality of opportunity in employment. We aim to ensure that no job applicant or employee receives less favourable treatment because of their ethnic or national origin, nationality, or on the grounds of their sex, marital status, or any disability.

So that we can check whether we are achieving our aim, we monitor each stage of our recruitment process. We would appreciate it, therefore, if you could complete the questionnaire below and return it with your application form. The form will only be used for monitoring purposes: it will not be seen by the shortlisting or interviewing panel.

Post applied for:
Full name:

Age

- 16 - 19 20 - 29 30 - 39 40 - 49 50 - 59 60+

Sex

- Male Female

Marital Status

- Married Single Other

Do you have a disability?

A physical or mental impairment which has substantial and long term adverse effect on your ability to carry out normal day-to-day activities

- Yes No

What is your nationality? _____

How would you describe your ethnic background?

- | | |
|--|--|
| <input type="checkbox"/> 01 White British | <input type="checkbox"/> 09 Asian Pakistani |
| <input type="checkbox"/> 02 White Irish | <input type="checkbox"/> 10 Asian Bangladeshi |
| <input type="checkbox"/> 03 White Other (please state)..... | <input type="checkbox"/> 11 Asian Other (please state)..... |
| <input type="checkbox"/> 04 Mixed White & Black Caribbean | <input type="checkbox"/> 12 Black - Caribbean |
| <input type="checkbox"/> 05 Mixed White & Black African | <input type="checkbox"/> 13 Black - African |
| <input type="checkbox"/> 06 Mixed White & Asian | <input type="checkbox"/> 14 Black – other (please state)..... |
| <input type="checkbox"/> 07 Mixed Other (please state)..... | <input type="checkbox"/> 15 Chinese |
| <input type="checkbox"/> 08 Asian Indian | <input type="checkbox"/> 16 Other (please specify)..... |

Thank you for your assistance