

great people real opportunities

APPLICATION FORM

Confidential application for employment

How did you hear of this vacancy?

PLEASE PERSONALLY COMPLETE **FULLY**, USING BLOCK CAPITALS

Position Applied for:		Hours available to work or restrictions?	
Salary Required:		Temporary/ Permanent:	
Job Reference Number:		Date Available:	

Personal Details

Title First Name (s) Surname

Home Address

Post Code

Telephone Number

Mobile Number

All colleagues receive their payslips online through ePayslips. A current personal email address is required.

E-Mail Address

Nationality

Are you eligible to work in the UK?

National Insurance Number

Do you currently hold a Disclosure & Barring Service (DBS) Certificate?

Please state date of issue of DBS certificate?

 / /

Emergency Contact (Please provide details of next of kin who can be contacted in an emergency)

Name:		Home Telephone:	
Address:		Work Telephone:	
		E-Mail Address:	
Post Code:		Relationship:	

Driving Licence Details

Do you hold a current driving licence?

Provisional/Full/HGV

Detail Current endorsements if applicable

Do you own a vehicle?

Employment Record

Please start with current or most recent job

Dates		Name & Address			
From	To	Full Company Name and Postal Address	Position & Duties	Salary/Benefits	Reason for Leaving
(1)					
(2)					
(3)					
(4)					

Please state if you are currently employed or have been employed within Compass Group? (Please give details)

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Education

Please indicate all qualifications held starting with the most recent first

Place of Education	From	To	Qualifications Gained/Subjects	Grades	Year Taken

Training/Professional Membership

Please indicate courses attended

Course	Brief Details	Date Completed

Additional Information

Please list what you consider are your main achievements to date, and why you consider yourself to be a suitable applicant for this position – (continue on a separate page if necessary)

Health and Safety

If the role you are applying for requires you to handle food, please answer the following question:
Have you ever had typhoid or paratyphoid fever, or are you now known to be a carrier of any type of Salmonella including Salmonella Typhi or Paratyphi?

YES/NO

General Details

Interests & Hobbies

Rehabilitation of Offenders Act 1974 (Exceptions as amended in 2013)

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by this Act Yes / No If yes please give details

Equal Opportunities

We are an equal opportunities employer. In order to ensure the continuing development of this policy, please provide the following information which will only be used for monitoring purposes.

Date of Birth

Please indicate your ethnic origin by ticking one of the boxes below.

Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Black African <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Black Other <input type="checkbox"/>	White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	Indian <input type="checkbox"/>
Other European <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other (Please Specify) <input type="text"/>

References

Please give the name of two referees who we can contact to provide information in support of your application

Current/Last Employer		Previous Employer / Professional Person/Body	
Name		Name	
Occupation		Occupation	
Company		Company	
Address		Address	
Post Code		Post Code	
Telephone Number		Telephone Number	
E-Mail Address		E-Mail Address	

Declaration by Applicant

Data Protection Act 1998

Except to the extent that we are required or permitted by law, the information that you provide in this application form and any information obtained or provided during the course of your application will be used solely for the purposes of assessing your application and monitoring the efficiency of our recruitment and employment procedures.

If you are unsuccessful, or choose not to accept any offer we make, information will be held for no longer than is necessary and then will be destroyed. If you are successful, the information will form part of your employment file and will be processed for all purposes in connection with your employment.

Declaration

Any offer of employment will be subject to satisfactory references, and proof of the right to work in the UK. For some of our sites a Security/Disclosure & Barring Service and/or a Credit disclosure check may be required.

I confirm that the information I have given is true and complete and I understand that false or incomplete information could result in rejection of my application for employment or dismissal if subsequently engaged.

SIGNATURE

DATE