



**Post Applied for:**

**Location:**

## Application Form

**Closing Date:**

**Interview Date:**

It is important that you read the guidance notes before completing this application form. Please complete this form fully using black ink or type. C.V.s are not accepted. Applications received after the closing date will not normally be considered if a closing date is used.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

### Section 1 Personal details

**Last Name:**

**First Name:**

**Address:**

**Postcode:**

**Home Telephone N<sup>o</sup>:**

**National Insurance N<sup>o</sup>:**

**Daytime Telephone N<sup>o</sup>:**

**Mobile Telephone N<sup>o</sup>:**

**E-mail address:**

**Can we contact you at**

**Yes**

**No**

**Are you free to remain and take up employment in the UK with no current immigration restrictions?**

**Yes**

**No**

**Driving Licence**

Do you hold a full, clean driving licence valid in the UK?

**Yes**

**No**

Do you hold a full category D (PSV) driving licence valid in the UK?

**Yes**

**No**

Is your category D licence restricted e.g. automatics only?

**Yes**

**No**

Do you have an Electronic Tachograph drivers card?

**Yes**

**No**

**Valid DBS (Disclosure Barring Service)**

Disclosure Number:

**Yes**

**No**

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

## Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

**Name of Employer:**

**Address:**

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Salary:**

**Department / Section:**

**Brief description of duties:**

Continue on a separate sheet if necessary

**Period of Notice:**

**Last day of service**  
(if no longer employed):

**Reason for leaving**  
(if no longer employed):

## Section 3 Previous Employment

**Previous Employment** (most recent employer first). Please cover the last 5 years

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

**Name of Employer:**

**Address:**

**Postcode**

**Position Held:**

**Summary of duties:**

**Reason for leaving:**

Continue on a separate sheet if necessary

## Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
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School	Subjects	Qualifications and grades obtained
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Continue on a separate sheet if necessary

## Professional, Technical or Vocational Qualifications

Please give details: e.g. First Aid, Manual Handling, MiDAS etc.

Professional/Technical/Management Qualifications	Course Details
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Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

## Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course
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Continue on a separate sheet if necessary

## Section 6 Personal Statement

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Personnel Specification. Attach and label any additional sheets used.

## Section 7 Protecting Children and Vulnerable Adults

Working for London Hire Community Services invariably will involve working with vulnerable persons. The “Rehabilitation of Offenders Act (1974)”, “Exemption Order 1975”, does not apply in these instances, therefore, details of all spent and unspent convictions need to be declared. Disclosure of criminal convictions will not necessarily disqualify you from the post, however, if it is subsequently found that a criminal conviction has not been declared, this would be regarded as gross misconduct which could lead to your employment being terminated.

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes  No

Do you have any convictions that are spent under the rehabilitation of offenders act 1974? Yes  No

If yes, please give details / dates of offence(s) and sentence:

### Enhanced Checks Only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes  No

## Section 8 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

If yes, please give details of any conditions that may be relevant to the role (medication, back problems etc):

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## Section 9 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

### Reference 1

**Name:**

**Position (job title):**

**Work Relationship:**

**Organisation:**

**Address:**

Postcode

**Telephone N°:**

**E-mail:**

Are you willing for this referee to be approached prior to the interview?

**Yes**

**No**

### Reference 2

**Name:**

**Position (job title):**

**Work Relationship:**

**Organisation:**

**Address:**

Postcode

**Telephone N°:**

**E-mail:**

Are you willing for this referee to be approached prior to the interview?

**Yes**

**No**

## Section 10 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### D. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

#### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

#### F. I do not wish to provide this information

# Section 10 Recruitment Monitoring Form continued

### Gender

Male

Female

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled?      **Yes**                      **No**

If yes, please give details:

### Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

### Media

Please state where you saw this post advertised



### For Office Use Only:

<b>Start Date:</b>		

# Section 11 Declaration

## Statement to be Signed by the Applicant

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from London Hire Community Services must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post. If you would like to know if we have received your application form please enclose a stamped addressed post card.

**London Hire Community Services undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**If you are returning this form by email, you will be asked to sign your application at interview.**

## RETURNING THIS FORM



### By Hand or Post:

#### Head Office

Human Resources  
London Hire Community Services  
185 Manor Road  
Erith  
Kent DA8 2AD

#### Croydon Depot

Sutton Council Yard  
London Hire Community Services  
Unit 1 Therapia Trading Est  
Therapia Lane  
CR0 4TN

#### Milton Keynes

London Hire Community Services  
19 Burners Lane  
Kiln Farm  
Milton Keynes  
MK11 3HA

### By E-Mail:

sukhi@londonhireltd.com

### Enquiries:

Telephone: 020 8320 4200