

Document Number	HR 018
Issue Number	5.0
Issue Date	01/09/2018
Review Date	10/05/2023
Process Owner	HR
Page	1 of 7



All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legally required duties to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website.

Did a current employee inform you of this job? **YES / NO**

If YES please give name of employee -

### PERSONAL

Surname:

Title:

Forenames:

Address:

Contact Details:

Home:

Work:

Mobile:

Email:

Preferred contact method:

Postcode:

National Insurance No:

Are you eligible to work in the UK? **YES / NO**

Do you have a current driving licence? **YES / NO**

Is current driving licence for manual vehicle / automatic vehicle ?

If YES please provide Driving Licence Number:

Is it clean? **YES / NO**

If NO, please give details:

Document Number	HR 018
Issue Number	5.0
Issue Date	01/09/2018
Review Date	10/05/2023
Process Owner	HR
Page	2 of 7

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? **YES / NO**

If YES please provide details of all convictions:

### EMPLOYMENT

Position applied for:

Where did you hear about this position?

Have you previously worked for us? **YES / NO** If YES, when?

### EDUCATION

Schools	From	To	Examinations and Results
College / University	From	To	Courses and Results
Further Education and Formal Training	From	To	Courses and Results



Professional membership and qualifications:

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

**EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent

Name and Address of Employer	From		To		Final Salary		Name of Supervisor
	Month	Year	Month	Year	£	Per	
Job Title:							
Describe the Work You Did:							
Reason for Leaving:							
Notice Period:							

Name and Address of Employer	From		To		Final Salary		Name of Supervisor
	Month	Year	Month	Year	£	Per	
Job Title:							
Describe the Work You Did:							
Reason for Leaving:							



APPLICATION FOR EMPLOYMENT

Document Number	HR 018
Issue Number	5.0
Issue Date	01/09/2018
Review Date	10/05/2023
Process Owner	HR
Page	4 of 7




Name and Address of Employer	From		To		Final Salary		Name of Supervisor
	Month	Year	Month	Year	£	Per	
	Job Title:						
	Describe the Work You Did:						
	Reason for Leaving:						

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s) below:

**DECLARATION**

By signing below I hereby give permission to contact the employers listed above concerning my prior work experience and consent to the information provided on this form being stored and processed for future recruitment, monitoring and personnel reporting purposes and also that information may be requested from third parties, i.e. referees. I also confirm that all the information contained in this application form is true and that any statements which are discovered to be false will result in any offer or actual employment being terminated

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>APPLICATION FOR EMPLOYMENT</b>	Document Number	HR 018
		Issue Number	5.0
		Issue Date	01/09/2018
		Review Date	10/05/2023
		Process Owner	HR
		Page	5 of 7



### EQUAL OPPORTUNITIES MONITORING FORM

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

#### Age

- Prefer not to say
- School age
- Over school age - 17
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65-74
- 75+

#### Disability

Do you have a disability?

- Prefer not to say
- Yes, I am aware I have a disability
- No, I don't have a disability
- As far as I am aware, I don't have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a '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.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

#### Ethnicity

- Prefer not to say

#### Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Other Asian background (Please specify \_\_\_\_\_)

#### Black or Black British

- African
- Caribbean
- Other Black background (Please specify \_\_\_\_\_)

Document Number	HR 018
Issue Number	5.0
Issue Date	01/09/2018
Review Date	10/05/2023
Process Owner	HR
Page	6 of 7

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**Chinese and other groups**

- Chinese
- Other ethnic group (Please specify \_\_\_\_\_)

**Mixed race**

- White and Asian
- White and Black African
- White and Caribbean
- Other Mixed background (Please specify \_\_\_\_\_)

**White**

- British
- Irish
- Other White background (Please specify \_\_\_\_\_)

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**Religion or belief**

- Prefer not to say
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- Other (Please specify \_\_\_\_\_)
- No religion

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**Gender**

- Prefer not to say
- Male
- Female

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**Sexual orientation**

- Prefer not to say
- Lesbian
- Gay man
- Bisexual
- Heterosexual/straight

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		Issue Number	5.0
		Issue Date	01/09/2018
		Review Date	10/05/2023
		Process Owner	HR
		Page	7 of 7



### DATA PROTECTION STATEMENT

The Company uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the HR Department.

Signature:	
Date:	

***Please return to:  
HR Department, Leiths (Scotland) Ltd, Rigifa, Cove, Aberdeen, AB12 3LR***