|  |
| --- |
| **PERSONAL INFOMATION** |
| Forename |  |
| Surname |  |
| Title (Mr, Mrs, Miss, etc.) |  |
| Home AddressPostcode: |  |
| Contact Telephone Number 1 |  |
| Contact Telephone Number 2 |  |
| E-mail Address |  |
| Do you hold a full driving licence? | Yes ☐ No ☐ |

|  |
| --- |
| **WHERE DID YOU HEAR ABOUT THIS POSITION?** |
| On our website |  |
| Indeed.com |  |
| Totaljobs.com |  |
| Other (please state) |  |

|  |
| --- |
| **HOLIDAYS AND INTERVIEW DATE** |
| Do you have any holidays pre-booked at this time?If yes, please provide dates. |  |
| Do you require any adjustments or assistance to be made to enable you to attend and participate in the recruitment process on account of a disability?  | Yes ☐ No ☐ |
| If “yes” please could you give brief details in the space below of the effects of your disability on your day-to-day activities, and any other information you feel that would help Stanley Enterprise to accommodate your needs during the recruitment process and therefore meet our obligations under the Equality Act 2010. |
|  |

|  |
| --- |
| **EDUCATION & QUALIFICATIONS** |
| Please state most recent first including GCSE or equivalent to degree level, postgraduate education or any other professional qualifications |
| College, University of Training Establishment | Qualification & Subject | Result / Award | Date Awarded(dd/mm/yyyy) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **CURRENT / MOST RECENT EMPLOYER** |
| Job Title |  |
| Employer |  |
| Start Date |  | Leave Date |  |
| Main duties & responsibilities |  |
| Is this your current job? |  | Notice Period |  |
| Reason for leaving |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT** |
| Job Title |  |
| Employer |  |
| Start Date |  | Leave Date |  |
| Main duties & responsibilities |  |
| Reason for leaving |  |
| **PREVIOUS EMPLOYMENT** |
| Job Title |  |
| Employer |  |
| Start Date |  | Leave Date |  |
| Main duties & responsibilities |  |
| Reason for leaving |  |

|  |
| --- |
| **GAPS IN EMPLOYMENT** (please specify reasons and dates of any gaps in your employment) |
|  |

|  |
| --- |
| **SUPPORTING INFORMATION** |
| Please use the space below to tell us more about your experience relevant to the post and to provide any additional details that you would like to include as part of your application which you feel is relevant to this role. |
|  |

|  |
| --- |
| **ELIGIBILITY TO WORK IN THE UK** |
| Please tick the appropriate box | **Yes** | **No** |
| If your application is successful we will need to see evidence that you are eligible to work in the UK at interview stage.Can you confirm that you will be able to supply us with proof? |  |  |
| Can you confirm that you have a National Insurance Number which you will be able to supply to us if you are successful in the role? |  |  |

|  |
| --- |
| **REFERENCES** |
| Please give the details of two referees, one should be your current or most recent employer. References from family or friends will not be accepted.  |
|  | **Referee 1** | **Referee 2** |
| **Full Name** |  |  |
| **Job Title** |  |  |
| **Address** |  |  |
| **E-mail Address** |  |  |
| **Telephone Number** |  |  |
| **Relationship to you** |  |  |

|  |
| --- |
| **DATA PROTECTION** |
| Stanley Enterprise will process the information from this application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 2018, to assist in considering your application for employment. The information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates, it will be destroyed after six months. Individuals have, on written request, the right of access to personal data held about them. We treat personal data collected during the recruitment process in accordance with our data protection policy. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice. |

|  |
| --- |
| **DECLARATION** |
| By submitting this application to Stanley Enterprise, I declare that all information given, is, to the best of my knowledge, accurate and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, this may result in the offer of appointment being withdrawn or, lead to disciplinary action being taken at a later date, including dismissal. My signature below also indicates that I have read and understood the section within this application called ‘Data Protection’. |
| Signed |  |
| Date |  |