

# Application Form

This form is for applications to work with Solutions Embassy Limited. Please note that Solutions Embassy Limited will only consider application forms that have been completed in full.

**Post applied for:**

## Personal Details:

- Title:
- Forename:
- Surname:
- Are you aged over 18 years?
- Address (including postcode):

Telephone number:

Email address

## Availability to work:

Monday	AM:		PM:	
Tuesday	AM:		PM:	
Wednesday	AM:		PM:	
Thursday	AM:		PM:	
Friday:	AM:		PM:	
Saturday	AM:		PM:	
Sunday	AM:		PM:	

## Qualifications:

Please list below your qualifications:

<u>Level</u>	<u>Subject</u>	<u>Grade obtained</u>
--------------	----------------	-----------------------

--	--	--

Qualifications continued:

<u>Level</u>	<u>Subject</u>	<u>Grade obtained</u>

**Employment Record:**

Please give details of your previous employment, starting with your most recent and accounting for any gaps.

Name of employer and nature of business	Position held, main responsibilities and salary on leaving	Dates employed from and to	Notice period/ reason for leaving


**Statement of application:**

Please use the space below to write in support of your application. This should include your reasons for applying, details of your work experience and any relevant training so far as it relates to the job applied for. In addition, if you have undertaken any voluntary

work, have any hobbies or interests, please include details.

**References:**

**Work Reference:**

(This is your current employer, or last employer if you are not currently employed)

Company Name:

Contact Name:

Address:

Telephone Number:

Email address:

**Personal reference:**

(This cannot be a relative)

Name:

Address:

Telephone Number

Email address:

How is this person known to you?

**May we contact your referees prior to an offer of employment? Yes/No**

**DECLARATION**

Any appointment offered will be on the basis of your application and interview. The employer reserves the right to terminate your employment, without notice, in the event that it is discovered that the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and correct and can be treated as part of my subsequent Employment of Contract.

I understand that the appointment will be subject to satisfactory health clearance from your occupational health advisors.

I understand that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974, and I shall be required to complete a confidential Declaration Form

regarding any convictions and cautions; I understand that I will be required to consent to disclosure of confidential information from the Disclosure and Barring Service which will be sent to both myself and Solutions Embassy

Signed:

Date:

Print Name:

### **CRIMINAL CONVICTIONS AND SPENT CRIMINAL CONVICTIONS DECLARATION**

Solutions Embassy are responsible for the provision of services to vulnerable people. You will appreciate that the Organisation must be particularly careful to enquire into the character and background of applicants for appointment to posts which involve working with these people. Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are deemed as being 'spent' under the provisions of the Act. You must therefore disclose whether you have ever been convicted of a criminal offence and if so, state the exact nature of the offence(s). In the event of your employment with Solutions Embassy, any failure to disclose such convictions could result in dismissal.

In addition, in line with the above, this post will require you to consent to the disclosure of information from the Disclosure and Barring Service which will be sent to both yourself and Solutions Embassy. The Organisation have a Disclosure and Barring Service Policy on the recruitment of ex-offenders which will be made available to all disclosure applicants on request and will also make a copy of the DBS Code of Practice available on request. Any information given to, or received by, Solutions Embassy will be treated in the strictest confidence with access strictly controlled and limited to those who are entitled to see it as part of their duties. The Organisation complies fully with the Data Protection Act 1998, the Disclosure and Barring Service Code of Practice, and other relevant legislation in this regard. The Organisation has a written policy on both data protection and the correct handling, use, storage, retention and disposal of disclosures and disclosure information which are available to those who wish to see them on request. The object of this Notice is not, in any way, to reflect upon an applicant's integrity, but is necessary to protect both clients and the Organisation. Solutions Embassy are willing to consider persons with a criminal record on their merits and as such, having a criminal record will not necessarily bar you from consideration for this appointment. This will depend on the nature of the position and the circumstances and background of your offence(s).

I can confirm that I have read the information supplied to me in Solutions Embassy Notice concerning criminal convictions, cautions and spent criminal convictions and state that:

**A I have none to declare (please tick)**

**B I have information to declare and attach a separate sealed envelope marked**

**Confidential containing details. (please tick)**

Please tick either Line A or B\*, whichever applies.

\*The DBS code of Practice is available on request from the Manager undertaking the recruitment process or the Human Resources Department.

Signed:

Date:

Print Name:

PRIVATE AND CONFIDENTIAL

**General Information**

Do you possess a current driving licence?

Details of endorsements:

Do you have a National Insurance Number?

If yes please state:

Are you eligible to work in the UK?

Are you subject to immigration restrictions?

If you are subject to immigration restrictions, do you have permission to work in the UK?

Have you previously worked or applied to work for Solutions Embassy?

Are you, to the best of your knowledge, related to someone who is, or has been, an employee, Director of Solutions Embassy?

If yes to either of the questions above, please give details

**Equal Opportunities Monitoring Form Private & Confidential**

Our policy is to ensure that no job applicant or employee receives less favourable treatment because of, or is disadvantaged by, any conditions or requirements that cannot be shown to be justifiable. To assist us in checking that this policy is carried out and for that purpose only, it would help if you could complete the following. You are under no obligation to complete this section. It will not affect your application in any way. Solutions Embassy complies fully with the Data Protection Act 1998 and any information will be treated in the strictest confidence.

Name:

**Your nationality?**

White

British/Irish Gypsy/or Irish Traveller/Any other White background

Black or Black British

Caribbean/African/Any other Black background

Mixed

White & Black Caribbean/White & Black African/ White & Asian/ Any other Mixed

background

Asian or Asian British

Indian/Pakistani/Bangladeshi/Any other Asian background

Chinese or other ethnic group

Chinese/Any other

**Religion of Belief**

Buddhist

Muslim

Sikh

Christian

Hindu

Jewish

Other

No Religion

**Sexual orientation**

Bisexual

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

I prefer not to say

**Marriage and Civil Partnership**

Single

Partner

Married/Civil Partner

Separated/Divorced

Widowed/surviving partner

I prefer not to say

**Gender**

Female

Male

Transgender

Non-binary