

Application Form

Private and Confidential

Thank you for your interest in Dawsongroup and completing our application form.
All fields are mandatory. Failing to complete all fields may result in your application not being progressed further.

Vacancy Reference Number: Full Time Part Time Temporary Casual

Position Applied For:

Personal Details

Title: Mr/Mrs/Miss/Ms Etc. First Name:

Surname: Maiden Name:

Preferred to be known as: Number (Home) Preferred

Address: Number (Work) Preferred

E-Mail Preferred

Town Would you have to relocate? Yes

County / Postcode No

UK Working Status (Where Applicable)

Do you have leave to remain? Yes No If yes, please select which type Limited (Pre-settled) Indefinite (Settled)

Do you require a UK work permit: Yes No Is sponsorship required? Yes No

Tiered immigration status Tier 2 Tier 5 If other, please specify

*All proof of relevant documentation is required as part of the submission

Transport

Have you a current driving licence? Yes No For what classes of vehicle?

Do you have any offence points endorsed? Yes No Number of points endorsed (if any)?

Do you have your own transport? Yes No How would you normally travel?

Have you ever had your driving licence revoked? Yes No

Education History

Dates		Name & Address of Secondary School(s) Attended (in date order)	Type of School
From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dates		Name & Address of University, College, Polytechnic, Institute etc. Attended (in date order)	Course Title or Subjects Studied
From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Examination Results / Qualifications Obtained

Date	Subject	Examination	Grade	Date	Subject	Examination	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employment History: Details of Your Last / Current Employer

Position Job Title:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Company Name:	<input type="text"/>	No. of employees in company	<input type="text"/>		
Address:	<input type="text"/>	No. reporting direct to you	<input type="text"/>		
		Starting Salary	£	<input type="text"/>	
Town	<input type="text"/>	Starting Bonus etc. Entitlement	£	<input type="text"/>	
County	<input type="text"/>	Current Salary / Leaving Salary	£	<input type="text"/>	
Postcode	<input type="text"/>	Bonus etc. entitlement now / on leaving	£	<input type="text"/>	
Nature of Business	<input type="text"/>				
Who were you responsible to?	<input type="text"/>				
Why do you / did you wish to leave?	<input type="text"/>				

Details of Previous Employers (In Date Order)

Position Job Title:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Company Name:	<input type="text"/>	No. of employees in company	<input type="text"/>		
Address:	<input type="text"/>	No. reporting direct to you	<input type="text"/>		
		Starting Salary	£	<input type="text"/>	
Town	<input type="text"/>	Starting Bonus etc. Entitlement	£	<input type="text"/>	
County	<input type="text"/>	Current Salary / Leaving Salary	£	<input type="text"/>	
Postcode	<input type="text"/>	Bonus etc. entitlement now / on leaving	£	<input type="text"/>	
Nature of Business	<input type="text"/>				
Who were you responsible to?	<input type="text"/>				
Reason for Leaving?	<input type="text"/>				

Position Job Title:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Company Name:	<input type="text"/>	No. of employees in company	<input type="text"/>		
Address:	<input type="text"/>	No. reporting direct to you	<input type="text"/>		
		Starting Salary	£	<input type="text"/>	
Town	<input type="text"/>	Starting Bonus etc. Entitlement	£	<input type="text"/>	
County	<input type="text"/>	Current Salary / Leaving Salary	£	<input type="text"/>	
Postcode	<input type="text"/>	Bonus etc. entitlement now / on leaving	£	<input type="text"/>	
Nature of Business	<input type="text"/>				
Who were you responsible to?	<input type="text"/>				
Reason for Leaving?	<input type="text"/>				

Position Job Title:	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Company Name:	<input type="text"/>	No. of employees in company	<input type="text"/>		
Address:	<input type="text"/>	No. reporting direct to you	<input type="text"/>		
		Starting Salary	£	<input type="text"/>	
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Postcode	<input type="text"/>	Bonus etc. entitlement now / on leaving	£	<input type="text"/>	
Nature of Business	<input type="text"/>				
Who were you responsible to?	<input type="text"/>				
Reason for Leaving?	<input type="text"/>				

About You

With reference to the job description enclosed, to the best of your knowledge are you fit to carry out the job requirements with or without reasonable adjustments?

With

If with, please specify:

Without

Would you be willing to have a medical examination if deemed necessary?

Yes

No

Are you a smoker?

Yes

No

No. per day

Excluding holidays how many days absence have you had in the last 2 years?

No. of days

Comments

Practical Skills

Summarise job skills acquired and specialist training received

Foreign Languages
Written / Spoken

What qualities do you have which most suit you to the job you are applying for?

General

Have you previously worked for the group?

Yes

No

If yes, please give details

What are your main interests, sports and hobbies?

What professional bodies or trade unions do you belong to?

Do you have any part-time jobs?

Yes

No

If yes, please give details

Do you have any other commitments, which might limit your working hours?
E.g. Judicial, Military or Local Government.

Yes

No

If yes, please give details

Are you studying now or do you intend to pursue any courses in the near future?

Have you ever been dismissed from employment?

Yes

No

If yes, please give details

Have you ever been convicted of a criminal offence? N.B Rehabilitation of Offenders Act

Yes
 No

If yes, please give details

Reference Request N.B: References will also be sought from previous employers covering a period of the past two years

Experience Please complete all details in full

Name

Address:

Town

County / Postcode

E-mail

Job Title

Tel. no

Can we contact now?

Yes
 No

What is your relationship?

Experience Please complete all details in full

Name

Address:

Town

County / Postcode

E-mail

Job Title

Tel. no

Can we contact now?

Yes
 No

What is your relationship?

Availability

When would you be available for interview?

If offered this job when would you be able to start?

Do you have any holiday commitments?

Can you please advise if you have any specific requirements you might have in respect of interview?

Where Did You Hear About This Job? Please Give Details

Jobcentre (please state which town / location)

Newspaper Advertisement (please state paper and area)

Internet (please state which site)

Employee Introduction (please state name)

Recruitment Agency (please state which one)

Other Source (please state details)

Do you know anyone employed by the group?

Yes

If yes, please state their name

No

If yes, what is your relationship (e.g. friend, relative etc.)

DATA PROTECTION ACT 2018: The information provided on this application form will remain private and confidential and will be used for the purpose of selection and recruitment. Where the application is successful the company may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 2018 incorporating European Data Protection Regulations 2016 (GDPR). The full Dawsongroup Privacy Notice for applicants is available to be viewed or downloaded at : <http://dawsongroup.co.uk/privacy-notices.html>.

DECLARATION: I declare that to the best of my knowledge and belief all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the company believes it appropriate) a satisfactory medical report

Applicant Signature

Date