

# Job Application Form

Please write clearly using **black** ink; continue on a separate sheet if necessary

Position Applied for: \_\_\_\_\_

## 1. Personal Details:

**Surname / Family name(s):** \_\_\_\_\_

**First name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

Are there any restrictions to your residence in the UK which might affect your right to work in the UK ?

Yes  No

If Yes, please provide details

If your application is successful, would you require a Work Permit prior to taking up employment ?

Yes  No

Are you over, or within six months of being, 65 years old ?

Yes  No

## 2. Employment History:

Please give details of all jobs held, starting with your current or most recent employer

Company / Organisation	From / To	Job Title & Main Duties & Responsibilities	Reason for Leaving

**3. Educational Qualifications:**

School/ College/ University / Institute	Qualification	Level Attained

**4. Technical Qualifications:**

School/ College/ University / Institute	Qualification	Level Attained	Date Attained

**5. Professional Qualifications:**

School/ College/ University / Institute	Qualification	Level Attained	Date Attained

## 6. Statement:

Please tell us your reasons for applying for this position and outline your relevant experience, knowledge and skills gained from paid or unpaid work, study or training.

### 7. References:

Please give the name and address of two people who can provide an assessment of your suitability for this role. If you are currently employed or have been employed, you are asked to give your current and most recent employers. If at school, college or university please give the name of your teacher, lecturer, or other contact to obtain a reference.

<u>Work Reference (Current or Most recent)</u>	<u>Other Reference (Work or Character)</u>
Name:	Name:
Job Title:	Address:
Organisation:	
Address:	
Telephone:	Telephone:
Email Address:	Email Address:
Capacity in which you know the referee:	Capacity in which you know the referee:
Are we able to approach the above referee prior to an offer being made?	Are we able to approach the above referee prior to an offer being made?
Yes/No	Yes/No

### 8. Rehabilitation of Offenders Act 1974:

Have you ever been convicted of a criminal offence?      Yes       No

If Yes, \_\_\_\_\_  
 please give \_\_\_\_\_  
 full details: \_\_\_\_\_

**9. Disability:**

**Do you consider yourself to have a disability as defined under the Disability Discrimination Act ?**

Yes  No

The Disability Discrimination Act 1995 defines disability as “ **A physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities**”.

Long-term in this definition is taken to mean 12 months or more

If yes what is the nature of your disability? \_\_\_\_\_

Please outline any special adjustment you may need for the selection interview ( e.g. wheelchair access, sign language interpretation etc. )

\_\_\_\_\_  
\_\_\_\_\_

**10. Declaration:**

I confirm that the information given on this application form is correct. I understand that, if appointed on the basis of false information contained in this form, I may be subject to disciplinary action which may included summary dismissal.

I give my consent to process the enclosed personal data under the terms of the Data Protection Act 1998 on the understanding that it is used to determine my suitability for the post applied for..

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this form to the Human Resources Department at:  
LondonWaste Ltd, EcoPark, Advent Way, London N18 3AG**

**11. Equality & Diversity Monitoring:**

LondonWaste recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect, regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community

**Job Applied for:** \_\_\_\_\_

**Name:** \_\_\_\_\_

This section of the form will only be used for monitoring purposes. This information will be separated from the application form prior to interview shortlisting.

**Female:**  **Male:**  **Date of Birth:** \_\_\_\_\_

**Ethnic Origin**

**White**

- British**
- Irish**
- Other**   
Please state \_\_\_\_\_

**Mixed**

- White & Black Caribbean**
- White & Black African**
- White & Asian**

**Asian / Asian British**

- Pakistani**
- Bangladeshi**
- Indian**

**Black / Black British**

- Black- African**
- Black- Caribbean**
- Black- Other**