



Office Use Only	
Post Ref:	
App. Ref.	

APPLICATION FOR EMPLOYMENT

It is important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Bullock reserves the right to shortlist only those applicants who appear from the information supplied in the Application Form to be most suitable in terms of experience, qualifications, skills, attributes and the other requirements of the post. Only those shortlisted will be progressed to the next stage of the recruitment process.

Position Applied For: _____	Job Reference No: _____
Location: _____	

(Please complete each section of this form using your own handwriting)

PERSONAL DETAILS	
Forenames:	Surname:
Permanent Address:	
Post Code:	
Temporary Address:	
Post Code:	
Tel No. (Home):	Tel No. (Work):
Mobile No:	E-mail Address:
National Insurance No:	

Please indicate address to be used for correspondence: Permanent/Temporary

EMERGENCY CONTACT/NEXT OF KIN	
Name:	Relationship:
Tel No:	Address:

DISABILITY

Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with: "A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities"

Having read this definition, do you consider yourself to have a disability? Yes/No

If yes, please detail and advise if you will require any special arrangements and/or adjustments if selected for interview:

ADDITIONAL INFORMATION

Please state: Current notice period?	Salary Expectation (£)
Please specify any dates on which you would be AVAILABLE/UNAVAILABLE for interview, if invited:	
Have you previously been employed by the company?	Yes/No
If Yes, give details:	
Have you previously applied for employment in the company?	Yes/No
If Yes, give details:	

Are you related to any employee or subcontractor of Bullock? Yes/No If Yes, state name and relationship: _____

How many days have you been absent from work due to sickness over the last 12 months?

What was the main reason(s)?

Please provide details of current illness or health condition:

Are you undergoing any form of medical treatment/or are prescribed medication?
If so, please detail:

OUTSIDE INTERESTS/HOBBIES

DO YOU:

Own a car? Yes/No Have a current driving license? Full HGV
 Have you any current endorsements/pending prosecutions? Yes/No Provisional No

Please provide details: _____

ELIGIBILITY TO WORK IN THE UK

Are you entitled to work in the UK? Yes/No Place of Birth: _____
 Do you require a work permit? Yes/No
 If yes, are there any restrictions on the work you can do?

CRIMINAL OFFENCES (Declaration subject to Rehabilitation of Offenders Act, 1974)

Have you ever been convicted of a criminal offence which is not 'spent'? Yes/No
 Any additional information regarding cautions or formal reprimands/warnings should be disclosed. Please provide details: _____ Date of Offence(s) _____

EMPLOYMENT/EXPERIENCE

Please give details of previous employment/experience you believe are relevant to the post. Examples gained through voluntary work or in the home may be included. Please continue on a separate sheet if necessary.

SKILLS/COMPETENCES

Please provide details of skills/competences, that you believe you can bring to the role. Please continue on a separate sheet if necessary.

EDUCATION, QUALIFICATIONS AND TRAINING

It is important that qualifications are clearly listed showing examination body, year of qualification, grade obtained etc. and any other relevant details. **Note: Should you be successful you may be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.**

	Date from	Date to	Location/Educational Establishment	Subject/Qualification/Grade	Awarding Body/Course Provider	Year Obtained
Education/Qualifications						
In-house Training						

Official Use Only	
Post Ref:	
App. Ref:	

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

Bullock is committed to providing equality of opportunity for all job applicants regardless of any religion, religious belief, or philosophical belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have dependents or do not have dependents.

In order to ensure that our Equality and Diversity Policy is being implemented effectively, Bullock monitors all employees and job applicants. In order to assist this process, all applicants are therefore requested to complete the following questionnaire. (Explanatory notes relating to the monitoring process are given overleaf.)

Please answer the following questions by ticking the appropriate box and/or providing details as required.

1. **Gender:** Male
Female

2. **Date of Birth:** _____

3. **Age:** _____

4. **Disability:**

Under the Disability Discrimination (NI) Act 1995 a disabled person is defined as a person with:
“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities.”

Having read this definition, do you consider yourself to have a disability?

Yes No

5. **Family Status:** No caring responsibilities Care for children
Care for other relative Other
(Please specify) _____

6. **Marital Status:** Married Single Divorced/Separated Other
Widowed Partner Civil Partner
(Please specify) _____

7. **Ethnic Origin/Race:**

Bangladeshi Black African Black Caribbean Irish
Chinese Indian Mixed Ethnic Group Other
Pakistani White Black

Other (Please specify) _____

Nationality (Please specify) _____

8. **How did you become aware of this advertisement? (Please indicate below)**

EXPLANATORY NOTES

It is the policy of Bullock that there shall be no discrimination or less favourable treatment of employees or job applicants in respect of race, colour, ethnic or national origins, any religion, religious belief, or similar philosophical belief, sex, sexual preference, sexual orientation, disability, political beliefs, marital status or age. It is the Company's policy to engage, promote and train staff on the basis of their capabilities, qualifications and experience, without discrimination, and all employees will receive equal opportunity to progress within the Company. These notes explain the purpose of the questionnaire, the information to be provided and the way that information will be used.

- 1. The questionnaire monitors your gender, family status, marital status, ethnic origin, disability and age.**
- 2. To ensure the confidentiality of this information, the questionnaire has been given an identifying number. Only the HR Department will be able to identify this number. Your name should not be written on this questionnaire.**
- 3. The information collected on this questionnaire provides us with very useful information on the profile of individuals applying for positions at Bullock. The information will be used to measure the effectiveness of our policies.**
- 4. The monitoring information will form no part of the selection process and is confidential. This page will be detached from your application and will not influence any employment decision.**
- 5. The information on this questionnaire may be entered into a confidential and secure computer system, and/or a confidential manual system, which can be accessed only by the HR Department.**

The monitoring system will be concerned only with statistical analyses and will not identify individuals.

If you have any queries regarding the questionnaire, please contact the HR Department on Tel. 01922 458311.

Thank you for your co-operation in completing this questionnaire.