

# Application for Employment



Your Name:

Position applied for:

## APPLICATION FORM

Thank you for your interest in employment with Moreton-in-Marsh and District Agricultural and Horse Show Society. This form is the first stage in the Society's recruitment procedure and enables your application to be processed without delay.

Because of the nature of the Society's activities some searching questions must be asked, however all information you provide will be treated in the strictest confidence and if unsuccessful your information will be stored in line with the Data Protection Act. All details may be subject to verification if your application proceeds beyond this stage and will be used by the Society to create a personnel record.

By completing this form you give the Society permission to collect, retain and process information about you, such as age, sex and ethnic origin. This information will only be used so that we can monitor our compliance with the law and best practice in terms of equal opportunity and non-discrimination (Data Protection Act).

**CONFIDENTIAL WHEN COMPLETED**

**PLEASE COMPLETE THIS FORM IN BLUE OR BLACK INK  
before returning it to:**

**Nickki Eden  
PO Box 100  
Moreton in Marsh  
Gloucestershire  
GL56 0ZX**

**APPLICATION FORM**

(\* on this form means please delete where appropriate)

**1. What position are you applying for?**

.....

**2. Where did you hear about this vacancy?**

.....

(If recommended by one of our current employee's, please give their name)

**3. Surname:** .....

(Title: Mr/Mrs/Miss/Ms/Dr/Other\*

**4. Forename(s):** .....

**5. Address:** .....

.....

**Post Code:** .....

**6. Telephone (Home):** .....

**Telephone (Work):** .....

(May we contact you on this number? Y/N\*)

**Telephone (Mobile):** .....

**Email Address:** .....

**7. Homeowner?** Y/N\*

**8. Country of Birth:** .....

**9. Work permit required? Y/N\***

**10. For the purposes of the Asylum and Immigration Act, please give details of all addresses you have lived at during the past five years (not including the above):**

Dates		Address(es)
From	To	

11. Car Driver?: Y/N\*  
Have you ever been banned from driving? Y/N\* (If yes please explain)

.....  
.....

12. a) How many days sick have you had off work in the last 12 months of employment? (Please give reasons for absence)

.....  
.....

b) If applicable, on how many occasions were you absent for 3 or more days?

.....  
.....

13. Do you have a relative or acquaintance who works (or has worked) as a volunteer at Moreton Show? Y/N\* (If yes please give details)

.....  
.....  
.....

14. Have you ever been convicted of a criminal offence or is any prosecution pending (excluding minor driving convictions) by a civil or criminal court? (Declaration is subject to the Rehabilitation of Offenders Act). Y/N\* (If yes please give details)

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.....

15. Have you ever been subject to any action taken under disciplinary procedures by an employer or dismissed from employment? Y/N\* (If yes please give details)

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**16. Education**

Please give details of full and part time education from secondary school onwards.

**Secondary Education**

Name of school or college	Subject taken	Results

**Education beyond Secondary Level**

Name of college/university or other institution	Subject taken	Results

**Professional Qualifications or Membership of Professional Institutions**

Institution/society	Grade	Membership no.	Date Joined

**17. Previous Training**

Please give details of any specialised training received and/or courses attended

Course	Course provider	Dates attended

**18. Ongoing Training**

Please give details of any current/ongoing training

Course	Course provider	Required no days off work

**19. Employment History**

Please give details of all positions held since completing your full-time education. Start with your current or most recent position first and use additional paper if required.

**A. Current/ Most Recent Employer: .....**

Nature of Business: .....

Date Started (Month and Year): .....Date Left (Month and year): .....

Current Position: .....

Duties and Responsibilities: .....

.....

.....

Final salary (inc. all benefits): .....

Reasons for leaving / wanting to leave: .....

.....

.....

**B. Previous Employer: .....**

Nature of Business: .....

Date Started (Month and Year): .....Date Left (Month and year): .....

Position Held: .....

Duties and Responsibilities: .....

.....

Final salary (inc. all benefits): .....

Reasons for leaving: .....

.....

**C. Previous Employer: .....**

Nature of Business: .....

Date Started (Month and Year): .....Date Left (Month and year): .....

Position Held: .....

Duties and Responsibilities: .....

.....

Final salary (inc. all benefits): .....

Reasons for leaving: .....

.....

**D. Previous Employer: .....**

Nature of Business: .....

Date Started (Month and Year): .....Date Left (Month and year): .....

Position Held: .....

Duties and Responsibilities: .....

.....

Final salary (inc. all benefits): .....

Reasons for leaving: .....

.....

.....

20. **Interests** - Please describe your leisure interests/hobbies:

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21. **Other Skills** - (e.g. languages, computer keyboard skills etc.)

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22. Please give the names and addresses of **two** individuals (who are not related to you) who are in a position to comment on your **professional/work ability**. At least one reference should be your previous/current employer. (References will **not** be taken up without your knowledge)

<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Company:</b>		<b>Company:</b>	
<b>Contact Address:</b>		<b>Contact Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Daytime Tel. No.</b>		<b>Daytime Tel. No.</b>	

**ADDITIONAL INFORMATION**

**23. Please provide information about any additional work outside your full-time employment** (please note under the 'Working Time Directive' you are obliged to notify the Society)?

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**24. Briefly describe any personal qualities you believe you possess for the position you are applying for?** (continue on a separate sheet if required)

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**25. Please add any information you feel will support your application.** (continue on a separate sheet if required)

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**26. Please give dates of any holidays booked for next year:**

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**27. When would you be able to start work if offered the position?**

.....

**Statement by applicant:**

*"I confirm that the information given on this application form is correct and accept that providing deliberate, false information could result in my immediate dismissal if offered a position with the Society.*

*I understand that any offer may be conditional on the results of a medical examination or reference checks that the Society may wish to carry out. Completion of this form in no way binds the Society to offer me employment and that no contractual relations will exist between the two parties until such time as I have signed a form of contract or accept in writing the terms of a letter of appointment.*

*I have also read and understand the guidelines relating to use of data from information given in this form."*

Signature of applicant: ..... Date: .....

Please Print: .....

**EQUAL OPPORTUNITIES MONITORING**

Moretin-in-Marsh and District Agricultural and Horse Show Society is committed to equal opportunities in its employment policy, practices and procedures. To help us implement and monitor this policy please could you provide us with the following information? The information provided will **not** be used in the recruitment process.

**PLEASE NOTE THAT IT IS NOT COMPULSORY TO COMPLETE THIS SECTION.**

(\*Please delete where appropriate)

- 1. **Gender**                      Male/Female\*
- 2. **Marital status**        Single/Married/Other\*

**3. Ethnic Monitoring**

Please circle the appropriate letter, 'a' to 'e', then tick one box within that section to indicate your cultural background:

- a) White
  - British
  - English
  - Scottish
  - Welsh
  - Irish
  - Other, please state:
  - Any other white background, please state: .....

- b) Mixed
  - White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other Mixed background, please state: .....

- c) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
  - Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background, please state: .....

- d) Black, Black British, Black English, Black Scottish or Black Welsh
  - Caribbean
  - African
  - Any other Black background, please state: .....

- e) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group
  - Chinese
  - Any other background, please state: .....

4. **Date of birth:**    \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_

5. **Do you consider yourself disabled:**                      **Y/N\***  
(If yes and you are required to attend an interview, are there any special facilities that the Society may be able to help you with - please state? If necessary please contact the Society beforehand)

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6. Do you suffer/have you ever suffered from any illness or medical condition, which may affect your employment or may require you to take time off work on a regular basis? Y/N\*

*(If yes please give details if you consider it necessary to do so). (Please note that this will not affect your application and is asked so that if necessary we are able to make reasonable adjustments (if successful at interview), in the workplace).*

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(Please note Moreton-in-Marsh and District Agricultural and Horse Show Society are an Equal Opportunities Employer and these questions are designed to ensure that we do not discriminate against any applicants with a disability within the meaning of the Disability Discrimination Act).

Signed: ..... Date: .....

PRINT NAME: .....

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FOR OFFICE USE ONLY: