

# Application for Employment

**We are committed to equality of opportunity in employment**

It is essential that this form is completed in full, and that the **experience** section is used to explain fully how your experience and skills meet the requirement of this post. You are also required to ensure that any gaps in career/education history are explained as this forms part of the vetting process for employment with CSW Ltd. **Please note that CVs will not be accepted as an application for this position.**

Please complete this application in ink or type

Post applied for: .....	Vacancy ref: .....
Location: .....	Applicant number: ..... (office use only)
Applicant initials: .....	Where did you see this post advertised? .....

**Education** - secondary/further or higher education

School/college/university attended (name and town)	Qualification	Grade / Result

**Training/other qualifications** (please list any additional training/qualifications relevant to the post applied for)

**Present employment**

Employer's name: ..... Address: ..... ..... ..... Postcode:..... Department (if applicable): ..... Major duties/responsibilities:	Position held:..... Date appointed:..... Salary/wage:..... Notice period:..... Work telephone number: .....
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**Previous employment (most recent employer first)**

Employer's name and address	Position held and reason for leaving	Date from	Date to	Grade/Salary

**References**

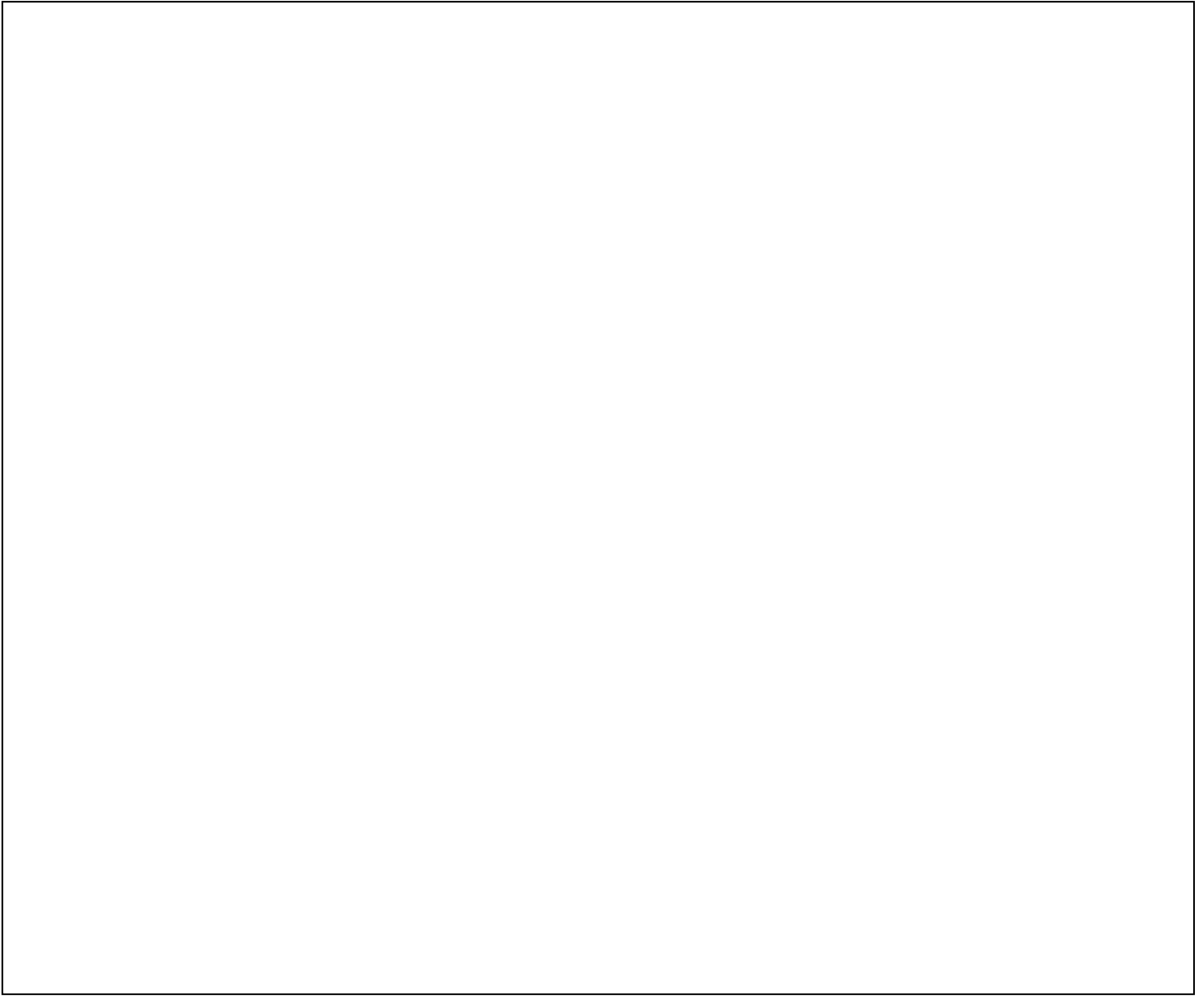
Please give three references, one of which should be your present or most recent employer, one a previous employer and one a personal reference. Referees will not be approached before an offer of employment is made if a cross is entered in the boxes next to the referee's name.

Current/most recent (please delete) employer: <input type="checkbox"/> Name: ..... Address: ..... ..... Postcode: ..... Tel no (during office hours): ..... Email address: ..... Previous employer: <input type="checkbox"/> Name: ..... Address: ..... Postcode:.....	Personal (e.g. university/college/professional body): <input type="checkbox"/> Name: ..... Address: ..... ..... Postcode: ..... Tel no (during office hours): ..... Email address: ..... Email address ..... Tel no (during office hours):.....
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**Experience:** Please ensure that you clearly evidence your experience, skills/abilities relevant to the post advertised in relation to the criteria specified in the job description and person specification

(Please use additional sheets of paper if needed)

**Reasons for applying for this post**



**Duties outside of work (e.g. voluntary emergency services, civic duties)**



# Equal Opportunities Monitoring Form

This information will be kept solely for monitoring purposes and not referred to as part of the shortlisting/interview process.

## Personal details

Surname: .....	Forenames: .....
Address: .....	Title (Ms, Miss, Mrs, Dr): .....
.....	
.....	
.....	
Previous surname: .....	Date of birth:.....
Post code: .....	National insurance number .....
Home telephone number: .....	Other telephone number: .....

## Recruitment monitoring

**Gender:** Male  Female  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age:** 16 – 24  25 – 29  30 – 34  35 – 39  40 – 44  45 – 49   
50 – 54  55 – 59  60 – 64  65 +  Prefer not to say

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay Man  Bisexual

Prefer not to say  If other, please write in:.....

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish  Muslim

Sikh  Prefer not to say  If other religion or belief, please write in:.....

**Recruitment monitoring continued**

**What is your ethnicity?:**

White

English  Welsh  Scottish  Northern Irish  Irish   
British  Cornish  Gypsy or Irish Traveller

Any other white background, please write in:.....

Mixed/Multiple Ethnic Groups

White and Black Caribbean  White and Black African  White and Black Asian   
Prefer not to say  Any other mixed background, please write in: .....

Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in: .....

Black / African / Caribbean / Black British

African  Caribbean  Prefer not to say

Any other Black / African / Caribbean background, please write in: .....

Other ethnic group

Arab  Prefer not to say  Any other ethnic group, please write in: .....

**Rehabilitation of offenders**

All posts within CSW Group Ltd have potential access to young people, therefore all employees are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and subject to an enhanced disclosure check through the Disclosure & Barring Service (DBS).

We require  all prospective employees to disclose all pending prosecutions, convictions (spent or not spent), cautions and bind-overs.

Do you have any pending prosecutions, convictions (spent or not spent), cautions or bind-overs??

Yes                      No

If yes please give details below:

Date	Offence	Result
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Disability**

Do you feel you have a disability or health conditions? Yes  No

What is the effect or impact of disability or health condition on your ability to give your best at work?

Please write here.....  
.....  
.....

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.