



Application Form

Please complete this form in black ink and complete all sections

Personal Details

Title	Surname
Forename (including middle names)	Previous surnames
Address	Home
	Work
	Mobile
Postcode	Nationality
Email	
Date of Birth	National Insurance Number
Are you legally eligible to employment in the UK?	
Do you hold a full driving licence valid in the UK?	
Do you have access to your own vehicle?	
Do you hold a transferable DBS?	

Emergency Contact Details

Title	Surname
Forename	Relationship
Address	Home

	Work
	Mobile

Qualifications / Training

Name of school / College / University	Dates of attendance		Qualification E.g. GCSE's, A Level, NVQ, Degree	Grade
	From (mm/yy)	To (mm/yy)		

Employment History

Please include FULL Employment history for the last 10 years with no gaps, even if unemployed, housewife, house husband or parent.

Name & Address of Employer	Dates of Employment		Position Held Including brief summary of duties and responsibilities	Reason for leaving
	From (mm/yy)	To (mm/yy)		

If there are any gaps in your employment, please give an explanation why.

Work Preference

Rossett Training Ltd is a service that requires staff 365 days a year, and it is to be understood that the position will involve Nights, Evenings, Weekends and Bank Holidays.

What type of employment do you wish to apply for?

Full time	Part time	Bank staff
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Do you have any pre-booked annual leave?

First day of leave:
Last day of leave:
Date of return:
Comments:

Personal Statement

Please tell us why you feel you will be right for this position.

Identify any relevant knowledge, skills, experience, and any other information that may be of interest and relevant to the application.

DO YOU HOLD ANY OF THE FOLLOWING MANDATORY TRAINING REQUIREMENTS?

(If you don't already hold these it will not affect your employability & certificates will need to be provided)

Moving & Handling	YES	NO
Medication	YES	NO
Infection Control	YES	NO
Health & Safety	YES	NO
Safeguarding	YES	NO
First Aid or Basic Life Support	YES	NO
Covid 19	YES	NO

References

Please give us the name and address of at least 3 potential referees, **one of whom should be your present employer**. N.B. We reserve the right to contact any of your other previous employers within the last three years

Name:	Organisation:
Address:	Relationship to you:
	Phone:

Postcode:	Email:
Do you consent to us sending for this reference?	

Name:	Organisation:
Address:	Relationship to you:
	Phone:
Postcode:	Email:
Do you consent to us sending for this reference?	

Name:	Organisation:
Address:	Relationship to you:
	Phone:
Postcode:	Email:
Do you consent to us sending for this reference?	

Are you related to any employee of this organisation? If yes, please state name and relationship.
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Equal Opportunities

Rossett Training Ltd operates a policy of Equal Opportunities: therefore, we need to be able to check that decisions are not influenced by unfair or unlawful discrimination. To help us to do this we would be grateful if you could complete this short questionnaire.

Your answers will be treated with the utmost confidence and in accordance with current data protection legislation.

What is your ethnic group?

Choose ONE section from A to E, and then circle the appropriate box to indicate your cultural background.

White	British	Irish	
	Any other White background, please write here		

Mixed	White and Black Caribbean	White and Black African	White and Asian
	Any other Mixed background, please write here		

Asian or Asian British	Indian	Pakistani	Bangladeshi
	Any other Asian background, please write here		

Black or Black British	Caribbean	African	
	Any other Black background, please write here		

Chinese or another ethnic group	Chinese		
	Any other, please write here		

Gender

Male	Female	Prefer not to say
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Disabilities

Do you consider yourself to have a disability or health condition?

Yes	No	Prefer not to say
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If yes, please give details.

DBS Disclaimer

The Disclosure and Barring Service have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (standard or enhanced) will be requested from the Disclosure and Barring Service which will detail all convictions, including those which would otherwise be “spent”, as well as details of cautions, reprimands or final warnings. You will be advised of the type of certificate being requested and asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

Do you have any convictions to disclose?

Yes	If yes, please give details.
No	

Confidentiality Declaration

Registration implies acceptance of our code of confidentiality.

In the course of your duties you may have access to confidential information about your clients. On no account must information relating to identifiable client be divulged to anyone other than the manager of Rossett Training LTD. You should not disclose ANY information to your family, friends or neighbours.

If you are worried by any information you have obtained and consider that you should talk about it to someone else, MAKE AN APPOINTMENT TO SPEAK IN PRIVATE TO YOUR MANAGER.

Failure to observe these rules will be regarded as serious misconduct.

I have read and I understand the above and I agree to abide by the contents therein.

Signed	Date
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Personal Declaration

- I agree that Rossett Training Ltd can create and maintain computer and paper records of personal data and that this will be processed and stored in accordance with the General Data Protection Regulations (GDPR).
- I declare that the above information, and that submitted in any accompanying documents, is correct to the best of my knowledge, and omissions or false statements may disqualify me from employment or lead to dismissal.
- I give permission for any enquiries that need to be made to confirm such matters as qualification, experience, and dates of employment, and for the release by any other people or organisations of such information as may be necessary for that purpose.

Signed

Date

For Office Use Only

Date Application received	
Date Application acknowledged	
Initial Decision (Employ/not Employ)	
Date Applicant informed	
Date(s) of Interview	
Decision	

Notes