



# Application Form

*In confidence*

Please complete in block capitals using black ink. Failure to complete all sections may be detrimental to your application.

Please return completed form to: Mrs Sally Tew, Personnel Director, Thurlow Nunn Standen Ltd, Wisbech Road, Littleport, Cambs CB6 1RA

## PERSONAL DETAILS

Position applied for: \_\_\_\_\_ Branch: \_\_\_\_\_

Surname: \_\_\_\_\_ Closing date: \_\_\_\_\_

First names: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Home telephone number: \_\_\_\_\_ Mobile telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## REFEREES

Thurlow Nunn Standen will approach the referees of shortlisted candidates only after seeking permission from the applicant. Please give details of two people who may be approached for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer.

### 1. Present employer/most recent employer

### 2. Second referee

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

Job title: \_\_\_\_\_ Job title: \_\_\_\_\_

Company name and address: \_\_\_\_\_ Company name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Telephone number: \_\_\_\_\_

In what capacity does this person know you? \_\_\_\_\_ In what capacity does this person know you? \_\_\_\_\_

\_\_\_\_\_

## EDUCATION, QUALIFICATIONS AND TRAINING

(Where applicable please include details of examinations, which have been or are about to be taken but results of which are not yet available).

### Secondary, Further and Higher Education:

Subjects	Qualification gained, eg GCSEs (or equivalent) NVQ etc	Grade (if equivalent)

### Professional Qualifications: (Proof of professional qualifications/status will be required before an appointment is made)

Name of professional body and qualification awarded	Membership grade	Was membership gained by examination?	Date course completed

### Training Course(s) attended: (Relevant to the position advertised)

## VEHICLES

Do you hold a current driving licence (excluding a provisional licence)? YES  NO

Have you any valid endorsements? YES  NO

If YES, please provide details \_\_\_\_\_

## CONVICTIONS

Do you have any unspent convictions? YES  NO

If YES, please provide details \_\_\_\_\_

**DETAILS OF CURRENT /LAST EMPLOYMENT OR RELEVANT WORK EXPERIENCE**

Name and Address of employer	Dates		Reason for leaving	Notice required	Salary
	From	To			

Briefly describe your current/most recent employment, highlighting duties, responsibilities, skills or experience gained relevant to the post for which you are applying. If you are a school or college leaver, please include holiday/casual employment or any work experience you have had.

Job title:

Duties:

**DETAILS OF PREVIOUS EMPLOYMENT**

Please provide details of your past employment history to date, starting with your most recent first, accounting for any periods of time not spent in further education or employment. For posts within the last five years please confirm salary details.

Name and Address of employer	Position held	From Month/Year	To Month/Year	Final Salary	Reason for leaving

Continue on separate sheet if necessary

Thurlow Nunn Standen Ltd reserves the right to contact any of your previous employers.

## **YOUR ABILITY TO MEET CRITERIA FOR THE POST**

A job description is attached. Please describe in this section all knowledge, experience and skills you possess which you believe will be relevant to the position applied for.

Continuation pages, totalling not more than 3, must include your name and position applied for on each page and must be numbered. Please ensure any continuation sheets are appropriately secured to the Application Form.

## DECLARATION

I declare that the information contained in this form is true and accurate. I understand if it is subsequently discovered any statement is false or misleading, my employment may be terminated without notice.

Signature: \_\_\_\_\_

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

## ATTENDING AN INTERVIEW

Please note, we are legally obliged to support the Government in preventing illegal working and you are therefore politely requested to bring one of the following original documents with you, should you be invited to attend an interview, for checking and copying by the interviewer:

- British passport
- EEA passport/identity card
- Travel document which shows you have the right to stay indefinitely in the UK

If you are unable to present one of the above documents please contact us to discuss alternatives.

## Equal opportunities monitoring self-classification form

We hope you will assist us by completing this form. This information is being requested to monitor the operation of Thurlow Nunn Standen’s Equal Opportunities policy and the effectiveness of advertising media used, and for no other reason. The data will be treated with the utmost confidentiality and will not be taken into account when assessing the information contained on your application form.

Name:

Title:

Date of birth:

Are you:  Male?  Female? (Please tick)

Position applied for:

Depot:

### ETHNIC ORIGIN

How would you describe your ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission for Racial Equality.

*Please put a tick in one of the boxes.*

- |  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> Black African                               | <input type="checkbox"/> Chinese   | <input type="checkbox"/> Irish                           |
| <input type="checkbox"/> Black Caribbean                             | <input type="checkbox"/> Indian    | <input type="checkbox"/> White – including UK            |
| <input type="checkbox"/> Bangladeshi                                 | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Any other group                 |
| <input type="checkbox"/> Black Other ( <i>Please specify</i> ) _____ |                                    | <input type="checkbox"/> ( <i>Please specify</i> ) _____ |

### MARITAL STATUS

Please tick appropriate box.

I am:  Married  Single  Other

### DISABILITY

Do you consider yourself to have a disability or long-term health problem?  Yes  No

If yes, please give details: \_\_\_\_\_

#### Definition of Disability

Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment, which has substantial and long-term adverse effect on their ability to carry out normal day to day activities”.

How did you hear about this vacancy?

- |  |  |
|--|--|
| <input type="checkbox"/> Advertisement (Please state name of publication)<br>_____ | <input type="checkbox"/> Job Centre                      |
|  | <input type="checkbox"/> Other (Please specify)<br>_____ |

Signature: \_\_\_\_\_

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