

The Workshop Slippery Gowt Lane Wyberton Boston Lincs PE21 7AA

Telephone: 01205 354629 Fax: 01205 358214

Email: [info@clarkegroup.co.uk](mailto:info@clarkegroup.co.uk)

Website: [www.clarkegroup.co.uk](http://www.clarkegroup.co.uk)

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| Application Form | |
| Job Title: | Ref: |

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| Personal Details | | | | |
| Title: | Surname: | | | First name: |
| Second name: | Other name (s) | | | |
| Address: | | | | |
| Home number: | | | | |
| Mobile number: | | | | |
| Can you be contacted at work:  If yes, please provide your:  Work number:  Work mobile number: | | | | |
| Email address: | | | | |
| Do you hold a current driving licence? | | If yes, what type of licence do you hold? | | |
| Do you have any points on your licence? | | If yes, state how many: | | |
| Should you be selected for an interview, are there any dates that you be unable to attend? | | | | |
| If appointed when could you start work? | | | | |
| Are you a relation or partner to an existing employee? | | | If yes, please state relationship: | |
| Do you have a criminal record?  If yes, please state:  Conviction:  Date:  Details:  NB. Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions that are not spent (failure to do so  may render you liable to summary dismissal) | | | | |

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| References | | | |
| Please provide details of two people who we can contact for references. One should be your present or a previous employer. | | | |
| Type of reference: | | Type of reference: | |
| Title: | Surname: | Title: | Surname: |
| First name: | | First name: | |
| Second name: | | Second name: | |
| Address: | | Address: | |
| Tel no: | | Tel no: | |
| Mobile no: | | Mobile no: | |
| Email: | | Email: | |
| Relationship: | | Relationship: | |
| Company: | | Company: | |
| Job title: | | Job title: | |
| Can we contact before the interview: | | Can we contact before the interview: | |

Please note that all information provided on this form may be subject to checks. Applicants who are appointed and found to have supplied false information or misled through significant omission may be subject to disciplinary action which could result in their summary dismissal.

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| Education and Qualifications | | | | |
| Educational Establishment/Awarding Body | Qualifications/Exams taken | Grade | From | To |
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| Qualification type: | | | | |

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| Educational Establishment/Awarding Body | Qualifications/Exams taken | Grade | From | To |
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| Qualification type: | | | | |

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| Qualification type: | | | | |

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| Membership of Professional Bodies | |
| Please provide details of membership of any professional body that you are a part of: | |
| 1. Name of professional body: |  |
| Membership date: |  |
| Membership Level: |  |
| 2. Name of professional body: |  |
| Membership date: |  |
| Membership level: |  |

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| Employment History  (Please provide full details – starting with your most recent employer) | |
| Name of your present or most recent employer: | Date appointed: |
| Date left (or present): |
| Job Title: | Salary: |
| Summary of duties: | |
| Reason for leaving or wanting a change: | |

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| Name of your present or most recent employer: | Date appointed: |
| Date left (or present): |
| Job Title: | Salary: |
| Summary of duties: | |
| Reason for leaving or wanting a change: | |

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| Date left (or present): |
| Job Title: | Salary: |
| Summary of duties: | |
| Reason for leaving or wanting a change: | |

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| Date left (or present): |
| Job Title: | Salary: |
| Summary of duties: | |
| Reason for leaving or wanting a change: | |

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| Name of your present or most recent employer: | Date appointed: |
| Date left (or present): |
| Job Title: | Salary: |
| Summary of duties: | |
| Reason for leaving or wanting a change: | |

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| Job Requirements |
| Please use this space to explain how you meet each one of the job requirements in the person specification on  the job description. You may draw on knowledge, skills, abilities, experiences, etc. gained from paid work,  unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. (You should not  attach CVs). What you write here is not limited to this space. |

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| Declaration | |
| I declare that the information given in this application is true and that I have not canvassed (either directly or indirectly) any member of Clarke Group Construction Ltd and will not do so.  I also confirm that I consent to my personal data being processed for recruitment, selection and human resources management purposes. My consent includes the data about race, age, gender and disability records separately from this form and used for equal opportunities monitoring purposes.  I understand that Clarke Group Construction Ltd may undertake checks to verify the information provided on this form and other forms in the application pack.  I understand that the vacancy may require a Criminal Records Bureau Disclosure and I will be asked to sign a separate consent form. I understand having a criminal record will not necessarily disbar me from employment with Clarke Group Construction Ltd.  A copy of the CRB Code of Practice is available upon request from the company if required. | |
| Signature: | Date: |



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**EQUAL OPPORTUNITIES MONITORING FORM CONFIDENTIAL**

Clarke Group Construction Ltd believes that all applicants have the right to be treated with fairness and equity. We will not therefore, discriminate against any person because of their sex, transgender, religion or belief, race, age, disability or sexual orientation.

To enable us to monitor our recruitment process, I should be grateful if you would complete this form. As with all information you give us it will be regarded as strictly confidential and will be separated from your application on receipt. It will be used only for the development of future recruitment practices aimed at ensuring equality.

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| Racial/Ethnic Origin **(Please x appropriate box)** | |
| A: White | B: Mixed |
| British  Irish  Roma/Gypsy  Traveller of Irish Heritage  Other White  Please Specify | White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background  Please Specify |
| C: Asian or Asian British | D: Black or Black British |
| Indian  Pakistani  Bangladeshi  Any other Asian background  Please specify | Black Caribbean  Black African  Any other black background  Please specify |
| E: Chinese or other racial group |  |
| Chinese  Any other racial group  Please specify |

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| Nationality | |
| My nationality is: | Prefer not to say: |

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| Gender |
| Male: Female: Transgender: Prefer not to say: |

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| Sexual Orientation |
| Lesbian: Gay: Bisexual: Hetrosexual: Prefer not to say: |

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| Age |
| What is your date of birth: |

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| Second Language | |
| Do you speak a second language: | If yes, please specify |

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| Religion or belief |
| Do you regard yourself as belonging to any particular religion: Yes No  If yes, please tick which one:  \*Christianity includes Church of England, Catholic, Protestant and all other Christian denominations  \*Christianity Buddhism Hinduism Judaism    Islam Sikhism Other Prefer not to say |

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| Disability |
| Under the provisions of the Equality Act 2010 you have a disability if you have a physical or mental impairment that has a substantial and long term adverse effect on your ability to carry out normal day to day activities.  Do you have a disability? Yes No  Please provide further information if necessary |
| Do You have any condition medical or otherwise that may affect your ability to attend an interview?  Yes No  If yes, please specify: |

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| Please state where you saw the job advertisement: |