



Application for Employment Form

Role applied for:

Locality.....

Date of application.....

How did you find out about this post?.....

We are committed to promoting the equality of opportunity and welcome applications from anyone who feels that they are able to carry out the duties, regardless of any previous experience.

Please tell us about yourself

Name:	
Home address:	
Postcode:	
Email address:	
Telephone/mobile number:	
May we ring you at work?	YES / NO
How did you find out about this vacancy?	



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Please give us the details of **two** people who will provide us with a reference. One should normally be your **current** employer. If this is not the case, please tell us why not. We will not contact your employer before an interview, but we will contact them before appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Agency		Agency	
Address		Address	
Postcode		Postcode	
Email		Email	
Telephone		Telephone	
Is this your current employer? YES / NO		Is this your current employer? YES / NO	
Are they related to you? YES / NO		Are they related to you? YES / NO	

Attaching a CV is okay!

Please tell us about your education and training

Please tell us about your education. List any qualifications gained. Any further education.

School / College	From	To	Qualifications – include dates and grades



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If you have undertaken any training or voluntary work to improve your employment prospects, please give details below:

Please tell us about jobs you have had:-

We need a total history of your employment. Start with your present, or most recent job first. If there are gaps in employment please tell us why e.g. unemployment, bringing up family etc. Please note we require your full working history.

Employer	Job title and description of duties	Salary / wages	From	To	Reason for leaving



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No approach will be made to your present employer before an offer of employment is made to you.

Can you confirm your Covid 19 Vaccination status?

Are you currently vaccinated against Covid 19	Yes / No * delete as appropriate
Vaccination dates:	1st: 2nd: Booster:

Do you need a work permit to work in the UK? YES / NO

When can you start working with us?

Further information

Please use this space to tell us about any other information that you feel will help your application, including any other skills you may have. Please feel free to continue on a separate sheet of paper if required.

Do you consider yourself to have a disability YES / NO



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Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process.

Please tell us if there are any dates when you will not be available for interview

General Data Protection Regulations – Consent Form for Job Applicants

{..} I understand and agree to the information regarding GDPR detailed below **(PLEASE TICK)**

Aspire Support Ltd are required to collect and hold data about all applicants to enable the company to process all job applications. GDPR places a further (and new) obligation on employers to inform all applicants, in more detail why we collect data, what we do with it, and how long we expect to retain it.

In order to process your application, we must obtain your informed consent about the data that we may hold about you. We are not planning to transfer your data outside the EEA. We are required to hold personal information about you in order to process your employment application.

The types of data, reason for holding the data and duration that the data is stored can be found below.

Type of data	Why we wish to hold it	How long it will be kept for
Recruitment data Previous employers Types of job held at other companies Skills and qualifications obtained Criminal record	This will allow us to make a decision on your suitability for employment and engagement	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if an offer of employment is made a more comprehensive GDPR data processing form will be issued

I hereby freely give my prospective employer consent to use and process my personal data relating to my job application.

In giving my consent:



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- *I understand that I can ask to see this data to check its accuracy at any time via a subject access request (SAR).*
- *I understand that I can ask for a copy of my personal data held about me at any time, and this request is free of charge.*
- *I understand that I can request that data that is no longer required to be held, can be removed from my file and destroyed. In this instance I understand that I must provide details as to why I believe that the data being held is incorrect or being held unlawfully.*
- *I understand that if I am unsuccessful with my application my data will be destroyed after 6 months*

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signed:

Date:

Please return form to: info@aspireupportltd.co.uk