

# APPLICATION FOR EMPLOYMENT



Position applied for \_\_\_\_\_ Location \_\_\_\_\_

## PERSONAL DETAILS

Surname \_\_\_\_\_ Forenames \_\_\_\_\_ MR / MS / MRS / MISS

Address \_\_\_\_\_

\_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Do you hold a current clean driving Licence? Yes  No

Do you own a car? Yes  No

How did you hear about this vacancy? \_\_\_\_\_

Are you legally entitled to work in the UK? Yes  No

In line with the **Asylum and Immigration Act 1996** we have to ask for proof of your right to work in the UK.

Therefore if you are invited to interview please bring with you the original and photocopy of the following:

- \* Evidence of NI Number e.g P45, P60, old pay slip
- \* Passport, Work Permit, Certificate of Registration
- \* Naturalisation as a British Citizen

**If you are an overseas student, please bring an original and a photocopy of your work permit.**

Have you ever been convicted of a criminal offence? Yes  No

If so, please give details \_\_\_\_\_

Are you related to any member of the Saville Group Ltd? Yes  No

If so, please give details \_\_\_\_\_

## PRESENT EMPLOYER

Name \_\_\_\_\_

Address \_\_\_\_\_

Nature of business \_\_\_\_\_

Job Title \_\_\_\_\_

Brief description of duties \_\_\_\_\_

Current Salary \_\_\_\_\_ Other Benefits \_\_\_\_\_

Date of appointment \_\_\_\_\_ Notice Required \_\_\_\_\_

Reason for seeking other employment \_\_\_\_\_

## PREVIOUS EMPLOYER (STARTING WITH THE MOST RECENT)

Dates	Employer	Job Title	Salary	Reason for leaving

*Please continue on a separate sheet if necessary*



## OUR COMMITMENT TO EQUAL OPPORTUNITIES

Applicants are requested to tick the relevant boxes below to enable the company to monitor its equal opportunities policy. Monitoring is recommended by the codes of practice for the elimination of racial discrimination and for the elimination of discrimination on the grounds of sex, marital status and disability. This information is used for no other purpose and will be treated as confidential.

### GENDER

MALE

FEMALE

### MARITAL STATUS

SINGLE

MARRIED

DIVORCED

WIDOWED

### ETHNIC GROUP

WHITE

BLACK  
AFRICAN

BLACK  
OTHER

Please specify:  
\_\_\_\_\_

INDIAN

BANGLADESHI

CHINESE

OTHER

\_\_\_\_\_

### DISABILITY

Have you a disability which you would like us to know about?

Yes

No

If yes please describe \_\_\_\_\_

If you have a disability what adjustments, if any, can we make to assist your application?  
\_\_\_\_\_

## DECLARATION

**I certify that the facts given on this form are true to the best of my knowledge**

Signed: \_\_\_\_\_

Date \_\_\_\_\_

By signing and returning this application form, you consent to The Saville Group Limited using and keeping information about you provided by you or by third parties, such as references relating to your application or future employment. Some or all of this information may be retained on our computer systems in accordance with the rules set out in the Data Protection Act 1984.

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LONDON FARNBOROUGH WELWYN CARDIFF COVENTRY MANCHESTER LIVERPOOL LEEDS YORK HULL TYNESIDE EDINBURGH GLASGOW BELFAST