

APPLICATION FOR EMPLOYMENT

Please complete this form, providing information relevant to the position for which you are applying. By submitting this form you confirm that the information provided is correct, to the best of your knowledge, and you give your consent for UKG Ltd hold and process this information in accordance with the Data Protection Act 1998. If unsuccessful, your details may be held on file for up to six months.

JOB APPLIED FOR:	
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PERSONAL DETAILS:

Surname	
Previous Surname(s)	
First Name(s)	
Address	
NI Number	
Mobile Telephone Number	
Home Telephone Number	
Email Address	

CURRENT/MOST RECENT EMPLOYMENT:

Employer's name & address:		
Your Job Title:		
Appointed From:	To:	Notice Period:
Main Duties:		
Reason for seeking alternative employment:		
May we contact you at work if necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>		Contact No.

PREVIOUS EMPLOYMENT:

Please indicate with a $\sqrt{\quad}$ in the last column your permission for additional references to be taken up at the discretion of UKG Ltd.

Employer's Name & Address (Most recent first)	Job Title & brief description of duties	Date From/to	Reason for leaving

RIGHT TO WORK IN THE UK:

Are you a UK national?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have settled status in Britain or Bio metric residents permit? (evidence required at later stage)	Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES:

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed or are returning to work after a substantial career break and are unable to provide previous employment references please provide alternatives e.g. the name of your course Tutor(s)/ Head Teacher or a suitable professional.

PRESENT (MOST RECENT)

Name:	Name:
Capacity known to you:	Capacity known to you:
Organisation:	Organisation:
Address:	Address:
Telephone No.	Telephone No.
Email:	Email:
Contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS EMPLOYER:

QUALIFICATIONS:

Qualifications	Grade	Awarding Body & Institution	Year
Continue on additional sheet if required			

TRAINING/SHORT COURSES:

Training/Short Course	Institution	Year
Continue on additional sheet if required		

PROFESSIONAL MEMBERSHIPS:

Professional Membership	Institution	Expiry date
Continue on additional sheet if required		

SUPPORTING STATEMENT:

Please provide any other information you feel is relevant to support your application including your skills and experience in relation to the other criteria detailed in the job description.

(Continue on an additional sheet if necessary)

REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Have you ever been convicted of a criminal offence which is not 'protected' Yes ☐ No ☐

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

RIGHT TO WORK IN THE UK:

UKG Ltd will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

DECLARATION OF INFORMATION:

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references and Disclosure and Barring Service checks, where applicable.

Signed:.....

Date:.....

CONFIDENTIAL

This information is requested for monitoring purposes only.
 It is not available to, or used by the recruitment selection panel.

EQUAL OPPORTUNITIES QUESTIONNAIRE

Name:	Position applied for:
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Do you consider your Ethnic Origin to be:	
White:	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>
Asian or British Asian:	
Asian Bangladeshi	<input type="checkbox"/>
Asian Pakistani	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
Black or British Black:	
Black African	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
Chinese:	<input type="checkbox"/>
Dual Heritage:	
Asian and White	<input type="checkbox"/>
Black African and White	<input type="checkbox"/>
Chinese and White	<input type="checkbox"/>
Any other dual heritage background	<input type="checkbox"/>
Any other Ethnic Group	<input type="checkbox"/> Please state.....
Date of birth:.....	

DISABILITY OPPORTUNITIES QUESTIONNAIRE:

UKG Ltd is positive about disability employment and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you please tick the box within the questionnaire below.

If you require assistance at any stage of the process please contact HR on jeni@ukglanaguages.co.uk or 01425 529118

Do you consider yourself to have a disability?

Yes ☐ No ☐

If yes, do you wish to take advantage of our guaranteed interview scheme, if you meet the minimum person specification criteria for this role?

Yes ☐ No ☐

If you consider yourself to have a disability please describe any special adjustments you may require in relation to the interview stage?

In accordance with the Disability Discrimination Act 1995, a disability is considered to be a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities and you think might disadvantage you in obtaining or keeping employment for which otherwise you would be suitable, even though you might have overcome any such disability.