Application form – Confidential

Please complete and return to Liz Ide by June 10th 2022 and attach your CV.

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| **Position applied for:**  |
|  |
| **Personal details** |
| Title: |  |
| Full name: |  |
| Address: |
| Email: |  |
| Telephone (landline): |  |
| Telephone (mobile): |  |
| National Insurance No: |  |
| Do you hold a current driving licence? | Yes |  | No |  |
| Do you have access to a car for work? | Yes |  | No |  |
| Details of endorsements (if none, please insert “N/A”) |
| Do you have a current right to work in the UK? | Yes |  | No |  |
| If no, please provide details. |
| **References** |
| Please give details of two people (other than family) who we can approach for a reference. One must be your current or last employer.  |
| 1.**Name:****Address:** **Email:****Telephone:****Period Known/Relationship:** | 2.**Name:****Address:** **Email:****Telephone:****Period Known/Relationship:** |
| **Employment history** *(last 5 years plus any other employment relevant to this post)*Please also account for any gaps in your employment history e.g. caring for dependants, unemployment, career break etc. Fully complete the information below. |
| Name and full address of employer (s) | Job title and main duties | Start date and end date | Reason for leaving |
|  |  |  |  |
| **Education** |
| **School/College/University Dates attended Qualification(s) gained**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Professional Qualifications/memberships** |
| Please give details of any professional qualifications you hold that are required and/or relevant to this role and any membership you hold of professional bodies, including grade of membership or other relevant details: |
| **Person Specification**  |
| **Please give details of how you meet the criteria in the Person Specification for this role:** |
| **What interests you about this particular role?** |
| **Why do you want to work for Huxley Digital?** |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
| **Criminal record** |
| **Please note below any criminal convictions except those 'spent', or otherwise ‘protected’\*, under the Rehabilitation of Offenders Act 1974.**\*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.  |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Huxley Digital being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).I give my consent to references being sought by Huxley Digital from my current/former employer and personal referees in conjunction with my application for employment. **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |