



Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name:

First Name:

Address:

Postcode:

Home Telephone No.

Mobile No..

E-mail address:

National Insurance No.

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Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see www.ukba.homeoffice.gov.uk

Driving Licence (if relevant to post applied for)

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard or Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:



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2. Education/Qualifications

School (11+)	Study Dates	Qualification and Grade	Date Obtained
College/University	Study Dates	Qualification and Grade	Date Obtained
Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:



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3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.
Current or most recent employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period

Brief description of duties:



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Previous employer

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Reason for leaving:

Salary on leaving this post:

Notice Period

Brief description of duties:



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4. References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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We reserve the right to contact any of your other previous employers within the last three years.

5. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Green Oak Developers Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview



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Equal Opportunities Questionnaire

Green Oak Developers Ltd have adopted an equal opportunities policy to ensure no employee or job applicant shall receive less favourable treatment on the grounds of race, sex, age, marital status, disability, religion or political beliefs. The Company monitors this policy through compiling information about its employees and job applicants.

To enable the company to undertake this monitoring process, please complete all of this section. Completion of this section is, however, voluntary and you will not be penalised should you decline to do so.

This information is compiled for statistical purposes only. It does not form part of your application and is separated from the main application form prior to consideration of your application.

Gender:

Male Female Prefer not to say

Age:

16-24	<input type="checkbox"/>	25-29	<input type="checkbox"/>
30-34	<input type="checkbox"/>	35-39	<input type="checkbox"/>
40-44	<input type="checkbox"/>	45-49	<input type="checkbox"/>
50-54	<input type="checkbox"/>	55-59	<input type="checkbox"/>
60-64	<input type="checkbox"/>	65+	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

What is your Ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say
Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:



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Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual

Prefer not to say If other, please write in:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in: