



GRACESHOPES LIMITED

98, Millhaven Close, Romford, Essex

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Hrcontact@graceshope.co.uk

STAFF APPLICATION FORM

Please complete this form in black ink and complete all sections.

Applicant's Full Name:	
Position Applied for:	

Data Protection & GDPR Statement

The personal information (data) collected on this form, and on any other documents associated with this form (which includes the collection of sensitive personal data) is required for the purposes of recruitment, personnel administration (for new employees) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of the Company to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their employment, and for no other purpose. Please request a copy of our Privacy Policy for further details.

Equal Opportunity Statement

The Company's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, sex, ethnic origin, nationality, colour, religious persuasion or belief, cultural or linguistic background, marital status, sexual orientation, disability, or offending background.

Please Note:

This document may be backed up with a Curriculum Vitae (CV) but **must be completed** without exception, as a CV on its own does not constitute an application for employment.

Contact Details:

Applicant's Name:					
Address:	No:	Street:	Town/City:	County:	Postcode:
	NIN				
Telephone:	Home:		Work:	Mobile :	
Email:	@				
How did you hear of this position?			From what date would you be available to start work?		
May we contact you at work?	Yes • No • <i>Please tick as appropriate</i>				

Formal Education & Qualifications:

<u>Higher Education</u> Name of School, College/University and full address (<i>Include education in other countries if appropriate</i>): and Location	Course of Study/Qualification(s) gained e.g., GCSE's, "A" levels, NVQ, Degree etc.	Year qualification (s) obtained:

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Next of Kin:

Name: Address: Relationship to you:	Tel: Mobile: Email:
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General Health:

Are you on any daily medication that can impair your job if missed? Yes • No • <i>Please tick as appropriate.</i> If Yes, please give brief details:	Have you ever had any serious illness or injury? Yes • No • <i>Please tick as appropriate.</i> If Yes, please give brief details.
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Ensure applicant completes the above Pre-employment fitness questionnaire.

What Languages do you speak aside from English, if any?

Employment History - From Completion of Full Time Education:
(Attach extra plain sheets if needed)
If there are "gaps" in the employment history, please complete the sheet entitled "Gaps in Employment History" at the back of the form

Date you left full-time education: Name, Address and Phone Number of each Employer	Dates of Employment:		Position held and brief summary of duties and responsibilities:	Reason for leaving: Last salary or wage:
	From:	To:		
	Month/Year	Month/Year		
Current Employer First – <i>If not currently employed, leave this line blank</i> Company Name: Address: Phone Number:				
Previous Employer No. 1 Company Name Address: Phone Number:				
Previous Employer No. 2 Company Name Address: Phone Number:				
Previous Employer No. 3 Company Name Address: Phone number:				<i>If you have attached an extra sheet insert a tick below, please:</i>

References:

References are normally taken from applicants selected after interview. Kindly give details of the names/addresses of two work related Referees. One of the Referees should be your current employer, or if presently unemployed or self-employed, your last employer.

Character references will be pursued if work related appropriate.

Name, Address and Phone Number of Your Current Employer (or your last employer if currently unemployed or self-employed):		Name, Address and Phone Number of Your Previous Employer:	
Company Name:		Company Name:	
Company address including postcode:		Company address including postcode:	
Telephone Number:		Telephone Number:	
Person in company to contact	Name: Position:	Person in Company to Contact:	Name: Position:
May we contact the above person now? Yes • No • <i>Please tick as appropriate.</i>		May we contact the above person now? Yes • No • <i>Please tick as appropriate.</i>	

Driver's Licence:

Do you hold a valid and current British Driver's Licence?

Yes • No • *Please tick as appropriate.*

If Yes, what type? (E.g., Provisional, Full, LGV, PCV)

Do you have any endorsements?

Yes • No • *Please tick as appropriate.*

If Yes, please give details below.

Additional Information:

Please give details of any additional information which you would like to include in support of your application. Such information should include for example, skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for.

Please provide details of any relatives employed by the Company and their relationship to you.

Name:

Relationship to you?

Address:

Role in the company?

Do you have to give notice to any present Employer?

Yes • No • *Please tick as appropriate.*

If Yes, how much notice do you have to give?

Rehabilitation of Offenders Act:

The general rule is that no-one needs answer questions about spent convictions. However, to this general rule are exceptions which relates to specified professions, employments, and occupations by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:

- a) any employment or other work which is concerned with the provision of health services, and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults, and which is of such a kind as to enable the holder of that employment, or the person engaged in that work to have access to vulnerable adults in receipt of such services in the course of his normal duties.

One or both of the above apply to your possibly working with us and covers all occupations.

You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". *All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.*

Records will be checked via the Disclosure & Barring Service procedure.

Please tick as appropriate

I have no convictions • I have convictions (see Note below) •

Note: *

(To protect the confidentiality of this information, please detail convictions on a separate sheet of paper. Place it in a sealed envelope with your name clearly visible, and headed "Private and Confidential – Criminal Convictions" and attach this to your completed Application Form)

**Where there are convictions a DBS Risk Assessment must be completed by the company.*

Criminal Records – Disclosure Certificate:

The Disclosure and Barring Service (DBS) have issued a Code of Practice regarding Disclosure Information, a copy of which is available upon request. A Disclosure Certificate (enhanced) will be requested from the CRB which will detail all convictions, including those which would otherwise be "spent", as well as details of cautions, reprimands or final warnings. The certificate requested is for an 'Enhanced Certificate' you are being asked to give your approval to this application. The Disclosure Certificate will only be requested in the event that you are successful in your application for employment.

Immigration, Asylum & Nationality Act 2006:

Under the Act a person commits an offence if he employs another ("the employee") knowing that the employee is an adult subject to immigration control and that: –

- (a) he has not been granted leave to enter or remain in the United Kingdom, or
- (b) his leave to enter or remain in the United Kingdom: –
 - (i) is invalid,
 - (ii) has ceased to have effect (whether by reason of curtailment, revocation, cancellation, passage of time or otherwise), or
 - (iii) is subject to a condition preventing him from accepting the employment.

Any employment offered will be subject to the successful applicant producing appropriate evidence that the Act is not being contravened.

Please circle as appropriate

Are you eligible to work in the UK? Yes No

Statement of Confidentiality:

I

(please fill in your name) give ("The Company") my solemn undertaking that, from the date my employment with the company commences, I shall not disclose to any unauthorised person or use any confidential information relating to the business affairs or trade secrets of the company. This includes but is not limited to: -

- o The Companies Policies and procedures
- o Any company documentation
- o Official records
- o Product Literature
- o All details relating to information on the company's database, including details of staff.
- o All information concerning the Company's Clients actual, potential or past.
- o Any Other information, for example, sales in progress, financial performance
- o No GRACESHOP LIMITED staff can undertake up employment or accept employment offer from GRACESHOP LIMITED clients or any location sent to cover a shift while working with GRACESHOP LIMITED and in otherwise six months after ceasing employment with GRACESHOP LIMITED.

This undertaking shall continue without limit in point of time.

I further undertake that as from the said date I will not deal with or attempt to solicit business from any client for the company with whom I had business dealings during the period of one year prior to the termination of my employment; nor will I attempt to interfere with the existing business relations between any client and the company.

The above undertakings are given without prejudice to the rights of the company accrued at the date of termination.

Signed: _____

Date: _____

Personal Declaration:

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and

- I give permission for enquiries to be made to confirm such matters as qualifications. experience and dates of employment, and I give permission for the release by other people or organisations of such information as may be necessary for that purpose.
- I give permission for the processing of personal data contained in this form for employment purposes.
- I understand that any false or misleading information could result in my dismissal.

Signed: _____

Date: _____

For Office Use Only:

		Signature:
Date Application received:		
Date Application acknowledged:		
Initial Decision:		
Date Applicant informed:		

Date(s) of Interview:		
Decision:		

**Employment History
Extra Sheet:**

Employment History (from completion of full-time education)
(Attach extra sheet if needed)
 If there are "gaps" in the employment history, please complete the sheet entitled "Gaps in employment history".

Name of Employer and location:	Dates of Employment:		Position held and summary of duties and responsibilities:	Reason for leaving: Last salary or wage:
	From:	To:		
	Month/Year:	Month/Year:		
Previous Employer No. 4 Company Name Address: Phone Number:				
Previous Employer No. 5 Company Name Address: Phone Number:				
Previous Employer No. 6 Company Name Address: Phone Number:				

Previous Employer No. 7 Company Name				
Address:				
Phone Number:				

Gaps in Employment History
Extra Sheet:

Employment History (From completion of full-time education)			
Gap		Reason for Gap in employment:	What were you doing?
From: Month/Year	To: Month/Year		

**Residential Address History:
(Last 5 years - DBS)**

From: Month/Year	To: Month/Year	Address, including postcode:

Interviewer Notes on Application Form:

Interviewer to make notes of any actions, or extra information given, at interview when going over the application form with the applicant - before starting the actual interview itself.

