

Employment Application Form

Section A (General)



1 Surname

First Name

2 Position Applied for

3 Personal Details

Title (Mr/Mrs/Miss/Ms/Other) _____

Forename(s) _____

Address _____

Postcode _____

Tel. No. (Home) _____

Tel. No. (Mobile) _____

Email _____

4 Eligibility

Are you currently eligible for employment in the UK? (Please circle)

Yes

No

If 'Yes' Will you be able to provide evidence to demonstrate this?

Yes

No

If 'No' please explain

Employment Application Form

Section A (General)



5 General Information

Do you hold a clean driving licence? Yes No (Please circle)

Please list any endorsements within the last 5 years:

If the post requires it, will you:

Work weekends? Yes No (Please circle)

Work evenings? Yes No (Please circle)

Travel? Yes No (Please circle)

Use own car if necessary? Yes No (Please circle)

6 References

Please give details (name, address, position, contact no.) of two persons who are willing to give you a reference (one of which should be your present or last employer, if applicable)

1 _____ 2 _____

7 Declaration

I declare that to the best of my knowledge all information I have given is complete and accurate. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment.

I understand that any job offer is subject to satisfactory references and a probationary period.

Signed _____

Date

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1 Full Name

2 Rehabilitation of Offenders Act 1974

Please read the advice and complete the statement below.

Under the Rehabilitation of Offenders Act 1974, most sentences given by a court become “spent” after a period of time. The time after which a conviction becomes “spent” varies with the sentence. A list of rehabilitation periods is given overleaf. Some roles at Poultec involve working with young and vulnerable people and are therefore exempt from the Rehabilitation of Offenders Act 1974.

Exempt (Poultec to delete as appropriate)

You must therefore provide information on any previous convictions including those, which, in other circumstances, would be thought of as spent. Any information will be kept confidential, will only be disclosed to those parties relevant to the recruitment process and will not necessarily prevent your employment with us. If you reach the stage where a job offer is made, this will be conditional until you have obtained an Enhanced Disclosure and Barring Service (DBS) check.

Non—Exempt (Poultec to delete as appropriate)

You do not have to disclose any “spent” conviction. Any questions you may be asked on this form or at any interview may be regarded as NOT referring to convictions that are “spent”. If you have been detained in any establishment in consequence of a conviction which is now “spent” you are under no obligation to explain this missing period of time in describing your past employment.

It is your responsibility to declare any convictions which are NOT “spent”. If you fail to disclose such a conviction you may, if appointed, be liable to subsequent dismissal. Any information will be kept confidential, will only be disclosed to those parties relevant to the recruitment process and will not necessarily prevent your employment with us. Should you accidentally disclose a “spent” conviction it will be ignored. Nevertheless, it is your responsibility to distinguish between convictions which are “spent” and those which are not.

Have you been convicted of an offence by any court? **Yes** **No** (Please circle)

If ‘Yes’ please give details of the offence(s) below.

Offence	Date	Sentence
_____	_____	_____
_____	_____	_____

3 Declaration

I declare that to the best of my knowledge all information I have given is complete and accurate. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment.

Signed _____ Date

4 List of Rehabilitation Periods

Sentence / Disposal	Rehabilitation period for Adults
Imprisonment longer than two and a half years	Never
Imprisonment between 6 months and two and a half years	10 years
Imprisonment of 6 months or less	7 years
Fine	5 Years
Community Sentence	5 years
Conditional Discharge/Bind Over	The period of the order or a minimum of 12 months (whichever is longer)
Absolute discharge	6 months
Conditional Caution	3 months
Simple Caution/Reprimand/Final Warning	Spent Immediately
Compensation Order	On the discharge of the order (i.e. when it is paid in full)
Attendance Centre Order	A period ending 1 year after the order expires
Hospital order under the Mental Health Acts	5 years, or a period ending 2 years after the order expires (whichever is longer)

Note

If a person is convicted of another offence during a rehabilitation period then the original period will be extended to cover the rehabilitation period of the new conviction

When a convicted person is disqualified (e.g. from driving), the rehabilitation period is extended where necessary to cover the disqualification period.

If a person is sentenced to more than two and a half years in prison, his/her conviction can never become spent.

Employment Application Form

Section B (Legal)



1 Full Name

2 Rehabilitation of Offenders Act 1974

Please read the advice and complete the statement below.

Under the Rehabilitation of Offenders Act 1974, most sentences given by a court become "spent" after a period of time. The time after which a conviction becomes "spent" varies with the sentence. A list of rehabilitation periods is given overleaf. Some roles at Poultec involve working with young and vulnerable people and are therefore exempt from the Rehabilitation of Offenders Act 1974.

Exempt (Poultec to delete as appropriate)

You must therefore provide information on any previous convictions including those, which, in other circumstances, would be thought of as spent. Any information will be kept confidential, will only be disclosed to those parties relevant to the recruitment process and will not necessarily prevent your employment with us. If you reach the stage where a job offer is made, this will be conditional until you have obtained an Enhanced Disclosure and Barring Service (DBS) check.

~~**Non-Exempt** (Poultec to delete as appropriate)~~

~~You do not have to disclose any "spent" conviction. Any questions you may be asked on this form or at any interview may be regarded as NOT referring to convictions that are "spent". If you have been detained in any establishment in consequence of a conviction which is now "spent" you are under no obligation to explain this missing period of time in describing your past employment.~~

~~It is your responsibility to declare any convictions which are NOT "spent". If you fail to disclose such a conviction you may, if appointed, be liable to subsequent dismissal. Any information will be kept confidential, will only be disclosed to those parties relevant to the recruitment process and will not necessarily prevent your employment with us. Should you accidentally disclose a "spent" conviction it will be ignored. Nevertheless, it is your responsibility to distinguish between convictions which are "spent" and those which are not.~~

Have you been convicted of an offence by any court? **Yes** **No** (Please circle)

If 'Yes' please give details of the offence(s) below.

Offence	Date	Sentence
_____	_____	_____
_____	_____	_____

3 Declaration

I declare that to the best of my knowledge all information I have given is complete and accurate. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment.

Signed _____ Date

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4 List of Rehabilitation Periods

Sentence / Disposal	Rehabilitation period for Adults
Imprisonment longer than two and a half years	Never
Imprisonment between 6 months and two and a half years	10 years
Imprisonment of 6 months or less	7 years
Fine	5 Years
Community Sentence	5 years
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Note

If a person is convicted of another offence during a rehabilitation period then the original period will be extended to cover the rehabilitation period of the new conviction

When a convicted person is disqualified (e.g. from driving), the rehabilitation period is extended where necessary to cover the disqualification period.

If a person is sentenced to more than two and a half years in prison, his/her conviction can never become spent.

Employment Application Form
Section C (Personal Statement)



Full Name

Please use the space below to write a short statement explaining why you have applied for this position and why you feel you are suitable.

Employment Application Form

Section D (Previous Experience)



1 Full Name

2 Position Applied for

3 Present and Previous Employment

If you have no present or previous employment, please give details of who to contact for a personal or educational reference and fill in N/A in the 'Date Joined' and 'Reason for Leaving' sections

Employer _____

Location _____

Nature of Business _____

Job Title _____ **Full / Part Time** (Please circle)

Please summarise the nature of your work and job responsibilities

Date Joined **Date Left**

Reason for Leaving _____

Employer _____

Location _____

Nature of Business _____

Job Title _____ **Full / Part Time** (Please circle)

Please summarise the nature of your work and job responsibilities

Date Joined **Date Left**

Reason for Leaving _____

Employment Application Form

Section D (Previous Experience)



4 General Education

Please list all educational qualifications obtained, GCSEs, GNVQs, A Levels, degrees etc.

Additional sheets or other supporting documents may be attached.

Secondary School /
College / University

From / To

Examinations /
Awards /
Achievements

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5 Work Related Skills & Qualifications

Please give details of all relevant specialist training courses attended, qualifications, awards, diplomas and licences etc. obtained.

Additional sheets or other supporting documents may be attached.

Course / Award Title

Date Attended /
Received

Awarding Body

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6 Other Skills and Relevant Experience

Please give details of any other accomplishments, relevant knowledge, experience or personal qualities you have that you consider may be relevant to your application.

Additional sheets or other supporting documents may be attached.

7 Declaration

I declare that to the best of my knowledge all information I have given is complete and accurate. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment.

Signed _____

Date

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