



**Applicant No.**  
(Office use only)

**Employment Application Form**  
**CONFIDENTIAL**  
Please complete accurately in full and in **Black ink** or **type**  
Please note that CV's will not be considered

*Pages 1 & 2 of the application form will be detached prior to short listing to ensure applications are considered on merit and to eliminate any possibility of discrimination.*

**1. PERSONAL DETAILS**

Post applied for:	Post reference:
Please state where you saw this vacancy?	Closing date:
Surname:	Title:
Forenames:	
Previous name used:	Date of Birth:
Home Address:	
	Post Code:
Home Tel No:	Mobile Tel No:
Work Tel No: Can we contact you on this number? YES/NO	Email address:
Are you related or do you have a close relationship to existing employers or employees ? If yes, please state who:	
Do you require a work permit? YES/NO	National Insurance Number:
How many days have you had off work due to sickness during the last two years? ..... Days ..... Occasions	

**2. DISABILITY DISCRIMINATION ACT 1995.** Please refer to the guidance notes for further information.

Do you consider yourself to be disabled under the terms of the Disability Discrimination Act 1995?  
 The Disability Discrimination Act defines disability as a “physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities”

YES/NO \*If you answered yes, please complete the following:

i) Please tell us about your disability which may or may not affect your ability to do the job?

ii) If you would like any assistance if called for interview, please provide details:

**3. REHABILITATION OF OFFENDERS ACT 1974.** Please refer to the guidance notes for further information.

Have you at any time been found guilty by a Court or Court Martial of any offence that is not spent?  
 Are you at the present time the subject of criminal proceedings or a police investigation ?

YES/NO \*If you answered yes, please provide details and dates (use additional sheets if necessary):

Please note that certain areas of Barca-Leeds are exempt from the Act by virtue of the (Exemptions) Order 1975. Spent convictions must be declared. We also require a signed statement that you are not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the G.T.C. and either has no convictions, cautions, or bind-overs, or has attached details of their record, in a sealed envelope marked confidential.

Failure to disclose such convictions could result in dismissal. Any information will be treated in the strictest confidence.

**4. EQUALITIES MONITORING** To help us check our recruitment procedures are in accordance with Barca-Leeds policy and legislative requirements, Barca-Leeds monitors the ethnic makeup of its employees and those applying for employment. In order to help monitor the effectiveness of its policy, and for no other reason, please complete the following section. This information will be treated as confidential and kept separately from your application. It will not be available to those interviewing.

**Gender:** Male  Female

**White:** British  Irish  Other .....

**Mixed:** White/Black Caribbean  White/Black African   
 White/Asian  Other mixed background .....

**Asian or Asian British:** Indian  Pakistani   
 Bangladeshi  Other Asian background .....

**Black or British:** Caribbean  African  Other Black background .....

**Other Ethnic Groups:**..... Chinese



**PREVIOUS EMPLOYMENT**

From	To	Name and address of Employer	Job title and duties	Reason for leaving

**6. EDUCATION AND TRAINING** Please include secondary education, continuing education (university/college/apprenticeship, etc), together with any relevant training and development courses you have successfully completed. You will be required to produce the original certificates/documentation for any qualifications you have achieved.

<b>Qualifications and training courses (professional/trade/job related) completed</b>			
<b>Date</b>	<b>Subject</b>	<b>Level</b>	<b>Grade</b>

<b>Current Membership of Professional Bodies</b>			
<b>Name of Institute/Association</b>	<b>Grade of Membership</b>	<b>Date Achieved</b>	<b>Gained by Exam Yes/No</b>

**7. ADDITIONAL INFORMATION (See guidance notes)**

Please supply additional information that you feel appropriate to your application, including achievements and skills gained, which you consider relevant to the post and that relate to the criteria contained in the person specification. Continue on separate sheets if necessary. ( NO MORE THAN 2 SIDES A4 )

