

Employment Application



Position Applied For: _____

Current Wage: _____

Personal Details

Full Name: _____

Address: _____

Postcode: _____

Contact Number: _____

Email: _____

If your application were successful, what date would you be available to commence work? _____

Have you applied to GKR for employment in the past? If so, when was this? _____

Please detail any experience you may have for the position you are applying for:

Right to work in the UK - Do you need a work permit to work in the UK? Yes / No

Education

Names of Schools or Colleges attended	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any qualifications, training or courses attended <small>eg. CSCS, City & Guilds, Gas Safe, Asbestos, etc</small>	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Driving History

Do you hold a current driving licence? If yes, what type? _____

Employment Application



Employment History

Please list your employment history for the past 5 years, beginning with the most recent and working backwards.
Please use a separate sheet of paper & attach if more space is required

Employer 1: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of Duties:

Employer 2: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of Duties:

Employer 3: _____ From: _____ To: _____

Position: _____ Reason for leaving: _____

Description of Duties:

References

Referees will only be approached once a firm offer has been made and accepted

Name: _____

Company: _____

Address: _____

Tel No: _____

Email: _____

Name: _____

Company: _____

Address: _____

Tel No: _____

Email: _____

Declaration

Information given may be processed for employment selection purposes and will be retained for successful candidates. Applications from unsuccessful candidates will be retained for up to six months.

I have completed this form and to the best of my knowledge and belief the particulars given, including any supporting documents are correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment and result in dismissal

Signed: _____

Date: _____

Equality & Diversity Monitoring Form

GKR Maintenance & Building Co Ltd wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form with your job application – it will form no part of the interview process, and will be treated in strict confidence and anonymously.

This form will not be saved with your application form.

Gender

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here: _____

Are you married or in a civil partnership?

Yes No Prefer not to say

Age

16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

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 N. Irish Irish British
Gypsy or Irish Traveller Prefer not to say Other: _____

Mixed / multiple ethnic groups

White & Black Caribbean White & Black African White & Asian
Prefer not to say Other: _____

Asian / Asian British

Indian Pakistani Bangladeshi Chinese
Prefer not to say Other: _____

Black / African / Caribbean / Black British

African Caribbean Prefer not to say Other: _____

Other ethnic group

Arab Prefer not to say Other: _____

Equality & Diversity Monitoring Form

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?

Bisexual Gay Heterosexual Lesbian Prefer not to say

If you prefer to use your own term, please specify here: _____

What is your religion or belief?

Buddhist Christian Hindu Jewish Muslim
Sikh No religion or belief Prefer not to say Other:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours
Annualised hours Job-share Flexible Shifts Compressed hours
Homeworking Prefer not to say Other:

Do you have caring responsibilities?

If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children Primary carer of an older person
Primary carer of disabled adult (18 and over)
Secondary carer (another person carries out the main caring role)
Prefer not to say

Welsh Language Ability

Understand Welsh Speak Welsh Read Welsh
Write Welsh None of the above Prefer not to say