

 <b style="font-size: 24px; margin-left: 10px;">Beck Prosper</b> <small>A Beck Industries Company</small>	<p style="color: #0056b3; font-weight: bold; font-size: 18px;">Beck Prosper Limited</p> <p style="font-weight: bold; font-size: 16px;">Application for Employment</p> <p style="font-weight: bold; font-size: 18px; color: #0056b3;">CONFIDENTIAL</p> <p style="font-weight: bold; font-size: 14px;">(Applicants may be tested for illegal drugs/alcohol)</p>
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Post Applied For			
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Do you have any relative currently employed in Beck Prosper Limited?	Yes		No	
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If you are unsuccessful in this application for this role, do you wish to be considered for other opportunities?	Yes		No	
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Title (Mr, Mrs, etc.)		Last Name	Previous Name
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First Name(s)			
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Address			
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Post Code			
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Home Phone	Code	Number
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Work Phone	Code	Number
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May we call you at work?	Yes		No	
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Mobile Phone	Number
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e-mail			
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Administrative Details

National Insurance N <sup>o</sup>		Current Salary	
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Do you hold a current Driving Licence?	YES / NO	Type (Car, HGV, PSV, etc)
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Do you have any driving convictions or endorsements?	YES / NO	Please give details
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I confirm that I am eligible to live and work in the country this job is located.	<input type="checkbox"/>	Have you ever been convicted of a crime?	YES / NO
I am not currently eligible to live and work in the country this job is located.	<input type="checkbox"/>	Have you had any allegations made against you?	YES / NO
		Have you received any cautions?	YES / NO

CONVICTIONS

Convictions that are deemed 'spent' under the Rehabilitation of Offenders Act (1974) need not be disclosed. However, if the post for which you are applying is regarded as exempt (please refer to the Person Specification) you must declare all 'spent' as well as 'unspent'.

Date		Nature of Offence	
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Current Occupation

Job Title			
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Name of Employer			
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Address	
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Date Started	
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## Previous Employment Record

Have you ever been employed by our Company?

YES / NO

Please give details of other jobs you have held, starting with the most recent. Give a brief explanation for any gaps. Use additional paper if you have had more than four jobs in the past 10 years.

Job Title	
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Name of Employer	
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Date Started		Date Left	
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Reason for Leaving/changing	
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Job Title	
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Name of Employer	
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Date Started		Date Left	
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Reason for Leaving/changing	
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Job Title	
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Name of Employer	
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Date Started		Date Left	
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Reason for Leaving/changing	
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Job Title	
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Name of Employer	
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Date Started		Date Left	
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Reason for Leaving/changing	
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## Education & Training

Please list any qualifications you have gained, e.g. GCSE, A-Level, Degree, NVQ, etc. If you are short-listed for interview, you may be required to produce original copies of certificates, or other documentary proof of qualifications, where these are required as an essential requirement of the post

Details & Results of examinations taken

Name of Qualification	Subjects and Grades/Results	Educational Body	Date Awarded
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## References

Please give details of referees, (**one must be your present or most recent employer, not a relative or employee of Beck Prosper Ltd**), who can confirm that you meet the criteria for the post. If you are, or have recently been, employed, one should be your current or last employer. If you are, or have been, a student, one should be a senior staff member from your place of study

Name		Position	
Address			
Post Code			
Telephone	Code	Number	
Fax	Code	Number	
e-mail			

May we contact this referee without further authority from you?

YES / NO

Name		Position	
Address			
Post Code			
Telephone	Code	Number	
Fax	Code	Number	
e-mail			

May we contact this referee without further authority from you?

YES / NO

## Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us to monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

## Declaration

I declare to the best of my knowledge and beliefs, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the Company believes it appropriate) a medical report, all of which must be deemed (by the Company) as satisfactory.

Signed		Date	
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## Further Training, e.g. technical college, evening classes

Please list any other training you have undertaken which is relevant to the post you are applying for

Name of Course	Date Awarded	Name of Course	Date Awarded

## Relevant Skills & Experience

Please give details of any experience and skills which you feel are relevant to the post. Include a description of your current duties if appropriate. This information will be used in the short-listing process. Please be specific, and give examples wherever possible – these can be drawn from any aspect of your life. *(Please continue on a separate sheet if necessary, giving page number and title heading).*

***Please also outline on this page why you have applied for this vacancy and how you match the criteria for the job:***

We are committed to developing policies to promote equal opportunities in employment. We seek to employ a workforce that reflects the diverse community at large and value the contribution of each individual, regardless of gender, age, marital status, disabilities, sexual orientation, race, colour, religion or belief, ethnic or national origin. All applicants will be treated on their merits. To monitor the effectiveness of our equal opportunities policy, we would be grateful if you could provide the information requested below.

Marital Status		Sex	Male / Female
Date of Birth		Spouse / Partner Name	
Age Band	<input type="checkbox"/> up to 19	<input type="checkbox"/> 20 to 29	<input type="checkbox"/> 30 to 39
	<input type="checkbox"/> 40 to 49	<input type="checkbox"/> 50 to 59	<input type="checkbox"/> over 60

### Disability Monitoring

Applications from disabled candidates are welcomed and the Company will make every effort to ensure a fair selection process. If you require having this form, or submitting the information with regard to this form in another format, such as larger print or audio tape, please contact us by email on [Recruitment@beckprosper.com](mailto:Recruitment@beckprosper.com) or by telephone on 01384 368976.

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

Yes  No

What is the effect or impact of your disability or health condition?

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Prefer not to say

If you have a disability please tell us about any adjustment we may need to make to assist you at interview.

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Please note you may be required to complete a confidential health questionnaire and/or be referred to our Occupational Health advisor as a condition of employment should you be offered a post.

### Ethnic origin

Please indicate ethnic origin. This is not necessarily the same as your nationality or citizenship.

African  Caribbean  Any other black background  Bangladeshi  Indian  Pakistani

Any other Asian background  British  Irish  Any other white  White & Black Caribbean

White & Black African  White & Asian  Chinese  Other ethnic group (please specify) \_\_\_\_\_

