



# Application form

We would ask you to complete this form fully and carefully as it is an important part of our selection procedure. It will help us to match your skills and aspirations with our employment opportunities.

## Section 1 - Personal details

Surname   
(block capitals please)

Forename(s)   
(in full)

Address (block capitals please)





Postcode

Position applied for or work preference

Please indicate which area of the Group you are applying for a position:

Insurance/Healthcare/Commercial finance/Financial planning

Please give details of any previous applications to the Group

Title  Mr/Mrs/Miss/Ms/Other

National Insurance No.

Home Telephone No.

Mobile Phone No.

Business Telephone No. - may we contact you at work? Yes ☐ No ☐

E-Mail Address

Full-time/Part-time/Permanent/Temporary/fixed term

Salary expectations £

Source of enquiry

Advertisement ☐

Careers Service/Job/Centre/Agency ☐

Direct approach ☐

Personal contact ☐

Please give details (if applicable) ☐

## Section 2 - General information

Do you require a work permit?

Yes ☐ No ☐

Do you hold a current driving licence?

Yes ☐ No ☐

Is it endorsed?

Yes ☐ No ☐

If endorsed please give details

Section 3 - Secondary education

From	To	Full names and addresses of Secondary Schools/Colleges attended

Examinations taken and/or due to be taken

Date	Subject	Level eg GCSE, A Level, GNVQ's, Scottish Standard Grades and Highers	Grade

Section 4 - Further education and training

From/To (Full-time/ Part-time)	College/University	Course/Qualification	Main Subjects	Results

Please indicate your level of proficiency (written and/or spoken) in any foreign languages

**Section 5 - Secretarial/Keyboard skills**

Please indicate systems in which proficient, include any qualifications/certificates highlighting levels and speed (WP/Keyboard/PC)

**Section 6 - Membership of professional bodies**

Name	Qualification/grade and date of membership

**Section 7 - Training courses**

Please give titles and dates of courses attended in the last 5 years.

## Section 8 - Present/most recent employment\*

\*If you have been in your present position for less than 12 months please give the same details for your previous position on a separate sheet of paper.

(Please ensure that this section is completed in full. It is not sufficient to attach a CV)

Job Title  Date appointed

Name of employer and address

  

Nature of business

Total staff employed

  

Reason for leaving

Notice period

  

Present salary £

Bonuses £

Are you are a member of a pension scheme?

Yes ☐ No ☐

If Yes,

Does your employer subsidise your mortgage?

Yes ☐ No ☐

Do you have a company car?

Yes ☐ No ☐

Do you participate in any incentive schemes?

Yes ☐ No ☐

Please describe your main responsibilities and activities indicating your major contributions to this position

## Section 9 - Previous employment experience

Please work through your career starting with your last position. If appropriate please give details of holiday/weekend jobs and work experience. You may continue on a separate sheet.

From/To (full dates required)	Name and address of employer	Position held, main responsibilities and activities	Annual salary	Reason for leaving

Section 10 - Career interests

Please state what attributes/skills you have to offer the Group together with reasons why you believe you are a suitable candidate. You may continue on a separate sheet.

Section 11 - Interests

Please indicate any sports, hobbies or pastimes in which you are actively interested, including positions of responsibility held.

Section 12 - References

In connection with your application for employment we shall be taking up references and require you to provide names and addresses of present and previous employers, both full and part time for the past five years. If school and/or college was attended during the five year period, please also provide the appropriate names and addresses. (NB we will not contact your current employer without your permission).

Name (block letters please)	Job title	Business name, address and phone number

Declaration

I declare that the information contained in this application is correct to the best of my knowledge and belief. I understand that any false statement may be sufficient cause for rejection, or, if employed, dismissal.

I specifically consent to the information provided by me on this form, including the details contained on the attachment relating to Equal Opportunities monitoring, being lawfully processed by Jelf in connection with this application and throughout the course of any resultant employment.

Signature

Date

## Equal opportunities

In recruiting, training, developing careers and promoting staff, Jelf are committed to:

Equal opportunities regardless of sex, marital status, race, colour, nationality, religion or belief, ethnic/national origin, age, political opinions, sexuality, social background or disability

In order to help the Council to ensure that its equal opportunity policy is being carried out, would you please provide the information requested below. This information will be kept in strictest confidence separate from your application form and used for statistical purposes only. Please note, the provision of information in this section is entirely voluntary and, if you choose not to do so, this will not be held against you when considering your suitability for the job.

Age Group - please tick to indicate which age group you fall within:

Under 18 years old ☐ 18 to 64 years old ☐ 65+ years old ☐

Please tick the appropriate box to indicate your sex Female ☐ Male ☐

Are you currently in paid employment? Yes ☐ No ☐

If you have been convicted of a criminal offence and have not yet completed a rehabilitation period please give details

## Ethnic origin

Please show your ethnic origin by ticking one of the boxes below:

White British ☐ Other ☐ please state

Asian ☐

Black ☐

Mixed ☐ Other ☐ please state

## Disability

Do you consider yourself to have a disability Yes ☐ No ☐

Is there anything about your disability which is relevant to your application? Yes ☐ No ☐

If yes what, if any types of aids, adaptations, equipment or special arrangements would you require to attend an interview (eg interpreter for the deaf)

If yes to any of the above questions please detail (any information you provide will of course be treated in the strictest confidence)

Where did you see the post advertised?

# Jelf