PRIVATE AND CONFIDENTIAL

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**APPLICATION FOR EMPLOYMENT**

**Please complete in FULL and return to**

Orbis Support Ltd, Suite G2, Howard Street, North Shields, Tyne & Wear, NE30 1AR

Or Email: [contact@orbissupport.co.uk](mailto:contact@orbissupport.co.uk)

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| Post Applied For |  | Full Time | Part Time | Bank |

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| Personal Details | | | | | | |
| First Name(s) |  | | | Surname |  | |
| Address |  | | | Mobile Number | |  |
| Home Number | |  |
| National Insurance Number | |  |
| Post Code |  | Email |  | | | |

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| Education | | | |
| School/College/University  (please include Maths & English) | Date | Qualification/Grade | Subject |
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| Professional qualifications / Registrations | | |
| Professional Body | Registration/Membership Level | Date Awarded |
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| Any Other training or qualifications relevant to the role you are applying for (please provide dates and grades) |
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| Employment History | | Please provide a complete **FULL** employment history since leaving education, starting with the most recent. Continue on a separate sheet if necessary. Please note dates and give reasons for any gaps between jobs, paid or unpaid | | | | | |
| Current Employment | Current Job Title | | Start Date | | Reason for leaving | | Notice Period |
| Employers Address |  | | Brief Description of Roles & Responsibilities | | | | |
| Contact Details  for Reference purposes | Name & Position | | Telephone No | | Email Address | | |
| Previous Employment History | | | | | | | |
| Dates  From-To | Name & Address of Employer | | | Job Title and Duties | | Reason for leaving | |
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Continue on a separate sheet if necessary

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| Gaps in Employment/Education – Please detail any periods where you have had a gap in employment and state the reason why | | |
| From (DD/MM/YY) | To (DD/MM/YY) | Reason for gap in employment |
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| Personal Statement - What can you bring to this role? | | | |
| Please explain why you are interested in this role and what you can bring to it. Describe how your skills, personal qualities, and experience, including any voluntary work or interests, relate to the job requirements, as outlined in the Job Description. Please do not just attach your CV. Continue on a separate sheet if necessary*.* | | | |
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| Additional information | | |
| Are you over the age of 18? | Yes | No |
| Do you have the use of a car for work? | Yes | No |
| Do you hold a full UK driving licence? | Yes | No |
| Do you have any driving endorsements or penalties on your licence? | Yes | No |
| If you answered yes to the above questions, please explain |  |  |
| How much time have you had off work due to illness/absences in the last two years? – Please provide details | No of Days | No of Absences |

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| References | | | | | | | |
| **Consent -**  We require your consent to contact and obtain **two** references using the contact details you provide, before you commence employment. Please give the names of two business referees, one of which should be a previous employer, (different to what you have put on page 2) who had line management responsibility for you and one may be a character reference. If there is any difficulty with providing a reference from any of these sources, you may be required to provide a third person.  I confirm that I have given my consent for Orbis Support to contact you to obtain a reference on my behave.  Signed……………………………………. Name………..………………………………… | | | | | | | |
| Referee 1 | | | | | Referee 2 | | |
| Name |  | | | |  | | |
| Position |  | | | |  | | |
| Company Name |  | | | |  | | |
| Company Address |  | | | |  | | |
| Telephone Number |  | | | |  | | |
| Email |  | | | |  | | |
| Can we approach your referees before an offer of employment is made? | | Yes / No | | Yes / No | | | |
| Right to Work | | | | | | | |
| Are eligible for employment in the UK for the type of work you are applying for? | | | | | | Yes | No |
| Do you have any restrictions on your work permit or remain in the UK Visa? | | | | | | Yes | No |
| Under Section 8 of the Immigration Act we are required to check all employees are eligible to  work within the UK. Please confirm that, if you are offered a position, which of the following  documents you would be prepared to supply and allow us to make a copy of:  **(Please indicate with a tick / include ID number where applicable)** | | | | | | | |
| UK or EEU Birth Certificate which **must** include name of parents | | |  | | | | |
| Registration or Naturalisation Certificate | | |  | | | | |
| Work Permit issued by Work Permits UK | | |  | | | | |
| Home Office issued letter indicating permission for indefinite stay in the UK with no  restrictions | | |  | | | | |
| UK Residence Permit from a EEAA state or Switzerland | | |  | | | | |
| Home Office Application Registration Card permitting employment | | |  | | | | |
| Note: EEAA = European Economic Area Agreement | | |  | | | | |
| Any other not listed above | | |  | | | | |

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| Rehabilitation of Offenders Act 1974 | | | | | | |
| Due of the nature of the work for which you are applying, we need to be satisfied about your character and suitability. All offers of employment are subject to a satisfactory police check from the Disclosure and Barring Service. You are required to divulge any police cautions, or convictions in a court of law, no matter where or when they occurred (including spent convictions). This post is not protected by the Rehabilitation of Offenders Act 1974.  Orbis Support undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared. All information will be treated in the strictest confidence and will only be taken into account where the context makes it absolutely essential; this will depend on the nature of the position and the circumstances and background of offences. Failure to reveal information relating to any convictions could lead to withdrawal of an offer of employment. | | | | | | |
| Have you ever been cautioned or convicted of a criminal offence, or do you have any investigations/hearings pending? | | Yes | | | No | |
| Details of offence 1 | Year | | | Outcome (ie fine/custody/caution) | | |
| Details of offence 2 |  | | |  | | |
| Details of offence 3 |  | | |  | | |
| Use a separate sheet of paper if you need to record more information | | | | | | |
| Do any of the above offences relate to vulnerable adults or children? | | | Yes | | | No |
| I confirm I have disclosed all relevant information.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| Declaration |
| Please read this carefully, then sign and date your application  I declare that the information I have given in this application is, to the best of my knowledge, complete and accurate. I understand that any false information has been submitted or a failure to disclose information requested may result in my application being unsuccessful. Or if after appointment, any information found to be inaccurate; may lead to the withdrawal of any offer of employment made, dismissal or disciplinary action if appointed.  Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Reasonable Adjustments | | |
| If invited for interview are there any reasonable adjustments you require? | Yes | No |
| If yes, please give details. This is not part of the selection process |  | |

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| Collection & Storage of your Data & Information |
| **Successful Applications**  Should your application be successful, and you are then employed by Orbis Support we will securely store your information throughout your employment and for a further six years should your employment come to an end, after which it will be professionally shredded. We will not unlawfully share or sell your information with any third parties. |
| **Unsuccessful Applications**  Should your application not be successful we will hold any information we collect on you for six months after which it will be professionally shredded, and no further copies will be held. We will not unlawfully share or sell your information with any third parties.  Your rights   * Request access to any data and information held on you * Request that data and information be forgotten/removed * opt out at any time   Please sign to confirm you understand and agree with the above  Name………………………………………Signature…………………………………….Date…………………….. |
| Equality of Opportunity |
| Orbis Support is committed to being an equal opportunities employer. To make this meaningful we need to monitor the effectiveness of our equality policy, this includes being non-discriminate under the Equality Act 2010. We would be grateful if you could provide us with the following information. The information you provide will not be used as part of the recruitment selection process. This form will be separated from your application form and treated in the strictest confidence we will not share your information with any other parties. |

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| Gender | Male | Female | Prefer not to say | Other - |
| Ethnic Origin: This is not about nationality, place of birth or citizenship its refers to the group you believe you belong to  **White**  English □ Welsh □ Scottish □ Northern Irish □ Irish □ British □ Gypsy or Irish Traveller □ Prefer not to say □  Any other …………………………………………….  **Mixed/Multiple Ethnic Groups**  White & Black Caribbean □ White & Black African □ White & Asian □ Prefer not to say □  Any other…………………………………………....  **Black/African/Caribbean/Black British**  African □ Caribbean □ Prefer not to say □  **Other Ethnic Group**  Please write on……………………………………………………………………….. Prefer not to say □  **Asian/Asian British**  Indian □ Pakistani □ Bangladeshi □ Chinese □ Prefer not to say □  Religious Beliefs:  No religion or belief □ Christian □ Catholic □ Buddhist □ Hindu □ Jewish □ Muslim □ Sikh □ Prefer not to say □  Any other ………………………………………………. | | | | |

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| **Relationships** | | |
| Do you know anyone that is currently employed by Orbis? | Yes (provide details) | No |
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Thank you for completing this form