

Simmons & Sons Employment Application Form

Role you are applying for:	
How did you hear about the role?	

Your Details

Full Name:	
Title:	
Address:	
Postcode:	
T:	
E:	

Education & Training

Please give details (including any training you are currently undertaking):

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Qualifications

Please give details and attach copies of certificates

Professional Memberships

Please give details of current membership of Professional Bodies/Organisations:

Employment History

Your current or most recent Employer:

Name of Employer:	Address:
	Postcode:
Job Title:	Pay:
Dates of Employment:	Reason for Leaving:
Main Duties / Responsibilities:	

Previous Employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs:

Supporting Statement

Please tell us why you applied for this job and why you think you are the best person for the job:

Interview Arrangements and Availability

Are there any dates when you will not be available for interview?

If you have a disability, please tell us if there are any reasonable adjustments that we can make to help you in your application or with our recruitment process.

If successful, when could you start working for us?

Driving Licence (if applying for a role which requires driving on company business)

Do you hold a full, clean driving licence valid for driving in the UK?

YES ☐ NO ☐

(If you have answered YES, please attach a copy of both sides of your licence)

Do you hold any current driving endorsements/disqualifications? If yes, please give details below:

Convictions

Some of our job opportunities may require us to obtain a Basic DBS Certificate from you, if appointed. Additional information on any adverse financial history may be obtained.

The disclosure of a criminal record may not necessarily prevent you from being appointed; the company will consider where it may impact on the ability of the person appointed to carry out the role.

Do you have any unspent criminal convictions including cautions, reprimands or final warnings?

YES ☐ NO ☐

If you answered YES to the above, please give further details including date, conviction, sentence etc.

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1 (current or most recent Employer or if in full time education, tutor/teacher etc.)

Name:

Role:

Address:

E:

T:

Referee 2 (personal/professional referee who has known you for at least 5 years and is not related to you)

Name:

Relationship to you:

Address:

E:

T:

Right to Work in the UK

Please confirm you have the right to work in the UK YES ☐ NO ☐

Do you need a work permit to legally work in the UK? YES ☐ NO ☐

If YES, please attach a copy of your Right to Work documentation.

Declaration

General Data Protection Regulations 2018

The personal information submitted by you on this application form and in any accompanying documents will be used by Simmons & Sons and will be kept for 6 months. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application. For successful applicants, information will be taken from this form and used as part of your personnel record.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in a withdrawal of any offer of employment or dismissal.

I give my full consent to all the uses of the personal data as listed above.

The data will be held in line with the General Data Protection Regulations 2018.
For further information please review our Data Privacy Notice at www.simmonsandsons.co.uk

Applicant's Name:

Signature:

Date:

Important Information

You will be required to present original documents to evidence that you are entitled to take up employment in the UK. If you are invited to interview, please ensure you bring with you, originals of suitable identification documents (e.g., a passport). This will enable us to meet our legal obligation to validate your eligibility to work in the UK. If you require further information about what is acceptable identification documentation, please refer to the gov.uk website (right to work checklist) or contact the recruiting manager for guidance.

Office Use only:

	Name/Signature	Date
Manual Right to Work Check completed		
ID/RTW Documentation Provided (please list)		
Follow up check required & date (if applicable)		