



**CONFIDENTIAL  
JOB APPLICATION FORM**

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the Equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are also submitting a CV.

**Data Protection Act**  
Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by **Ansa Environmental Services Ltd** in accordance with the Act.

**Vacancy Details**

Title of job applied for: \_\_\_\_\_ Ref: \_\_\_\_\_

Where did you first see the advertisement for this job? \_\_\_\_\_

**Personal Details**

Mr/Mrs/Miss/Ms/Dr \_\_\_\_\_

First Names: \_\_\_\_\_

Known as: \_\_\_\_\_

Surname: \_\_\_\_\_

NI Number: \_\_\_\_\_

Previous Surname(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## Telephone Numbers

Home:

Work:            May we contact you at work? Yes  No

Mobile:

E-mail address:

## References

Please provide a referee ideally your present or most recent employer. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

**Please note that Ansa reserves the right to contact any organisation at anytime during the recruitment process that you have listed as your current or previous employer, or educational provider.**

Present/most recent employer\*

Organisation:

Name:

Role in Organisation:

Address:

Postcode:

Phone No:

E-mail:

In what capacity does the referee know you?

Previous employer/other

Organisation:

Name:

Occupation:

Address:

Postcode:

Phone No:

E-mail:

In what capacity does the referee know you?

- Employer/former employer
- Colleague/former colleague or manager but the reference is given on a personal basis
- Personal

- Employer/former employer
- Colleague/former colleague or manager but the reference is given on a personal basis
- Personal

## Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

Title of job applied for:	Ref:
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Name:
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Current/Most Recent Appointment
Title of current Job:
Current Employer:
Employer Address:
Permanent or temporary contract:
Start Date:
Salary Range:
Current Salary: £
Notice Required:

Relevant Knowledge, Experience and Skills
Brief details of <b>relevant</b> knowledge, experience and skills for the role you are applying for:

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<b>Relevant Training</b>
Brief details and dates of any training courses attended, excluding further education which are relevant to the role you are applying for:

<b>Current Memberships of Institutions or Professional Bodies</b>
Please state level of membership, i.e. Graduate, Fellow, and membership number.

<b>Employment History</b>
(Most recent first)
Name of Employer, Type of Business and Job Title Duties Period Employed & Reason for Leaving


<b>Relationship to Employees or Representatives of Ansa Environmental Services Ltd</b>	
If you have any personal relationship to any employee or representative of <b>Ansa Environmental Services Ltd</b> , please give their name and relationship.	
Name	Relationship
Work location	Job Title:

<b>Education and training</b>
Please give details of schools and colleges attended from age eleven, including part-time education and other courses.
Secondary education (name and town of school)
Dates from / to

Qualifications gained or for which you are studying

Grade attained

Education and training after school (name and town of college/university)

**Other Information**

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence?    Yes        No   

If yes, please state type of licence    \_\_\_\_\_

Does your licence have any endorsements or penalty points?

Yes

No

If yes, please give details \_\_\_\_\_

### **Supporting Information**

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

### **DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective, we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.



**The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**

**Gender:** Male  Female

**Marital Status:** Married  Civil Partnership  Single

**Date of Birth:** **Age:**

Please indicate your ethnic origin

<b>White:</b>	<b>Mixed:</b>	<b>Asian</b>
White British <input type="checkbox"/>	Mixed White/Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White Irish <input type="checkbox"/>	Mixed White/Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Any other White <input type="checkbox"/>	Mixed White/Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Other Mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>
<b>Black or Black British:</b>	<b>Other:</b>	
Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Black African <input type="checkbox"/>	Gypsy/Traveller <input type="checkbox"/>	
Other Black <input type="checkbox"/>	Other <input type="checkbox"/>	

**Nationality** ( Please State)

How would you define your sexual orientation?

Bisexual  Gay  Heterosexual  Lesbian  Prefer not to say

What is your religious belief?

Buddhist  Christian  Hindu  Jewish  Muslim  Sikh

No religion  Other (please specify) \_\_\_\_\_ Prefer not to say

**Disability:** The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

**Do you consider yourself to have a disability? Yes  No**

Please tell us about any adjustments we may need to make to assist you at interview

Please tell us if there are any dates when you will not be available for interview



**Have you any unspent convictions? If so please give details.**

If between the completion of this application form and taking up a job with Ansa Environmental Services Ltd you are convicted of a criminal offence you must inform the

organisation of this. Failure to do so may result in disciplinary action being taken against you and your contract terminated.

**The Rehabilitation of Offenders Act** (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction\*.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions\*, do not apply. You must, therefore, disclose whether you have any previous convictions\*, whether or not they are spent.

Should you identify that you have a criminal conviction\*, this will be discussed in confidence at interview. However you should note that only convictions\* that are relevant to the job in question will be taken into account.

**Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?**

Yes  No

**Please Note before Completing**

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question:

[http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

**\*including cautions, reprimands or warnings**

If yes please state:

If you do not disclose any conviction\* you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions\* will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.

**Disclosure and Barring Service**

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed

Date