

# CROWN GROUP APPLICATION FORM

## Personal Details

Surname:	Position applied for:
First Name: Title: Mr/Mrs/Miss/Ms	National Insurance Number
Address	Home telephone number:
Postcode	Mobile telephone number:
Do you have a valid full UK driving licence? If you have any endorsements, please give details	YES NO (please tick)

## General

What is the minimum period of notice required by your current employer?	Did you see the vacancy advertised? YES NO (please tick) If NO how did you find out about the vacancy? If introduced by an existing employee please specify
Are there any official restrictions on your taking up long term employment in the UK? YES NO (please tick) If yes please give details:	

## Education (you may be requested to produce any certificates obtained)

Name of School	From	To	Examinations taken and grades

## Further Education (you may be requested to produce any certificates obtained)

Name of College/University	From	To	Examinations taken and grades

## Employment Record (Most recent employer, if unemployed state address of Jobcentre)

List all previous employer/periods of unemployment (state Jobcentre attended) over the last 5 years, in sequence. Continue on a separate sheet of plain paper if you have had more employers than the space allows. *This information is essential for pre-employment screening purposes.*

NAME & ADDRESS OF EMPLOYER	FROM Month Year	TO Month Year	POSITION HELD & LIST YOUR MAIN DUTIES	REASON FOR LEAVING

PLEASE TURN OVER

**CONTINUED...**

NAME & ADDRESS OF EMPLOYERS	FROM Month Year	TO Month Year	POSITION HELD & LIST YOUR MAIN DUTIES	REASON FOR LEAVING

**References (please ensure you complete this section as offers of employment are subject to satisfactory references being obtained)**

Please give details of two people (not relatives or friends) we could approach for references after having obtained your permission		
NAME AND ADDRESS	KNOWN SINCE	OCCUPATION & RELATIONSHIP

**Health**

Do you have a health problem or disability which may affect the work you can do?	YES / NO <i>(please tick)</i>
If yes, give details:	

**READ VERY CAREFULLY.** Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any order made against you by a criminal, civil or military court or public authority, or received a police caution, or is any prosecution pending? Give details or answer NO.

*(Declaration subject to the Rehabilitation of Offenders Act)*

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

I confirm that the information I have given on this form is to the best of my knowledge, true and complete, and accept that any false statement may be cause for rejection or, if employed, dismissal.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**PLEASE RETURN COMPLETED FORM TO: The Human Resources Department, Crown Group, Unit 42, Bates Industrial Estate, The Old Brickworks, Harold Wood, Romford, Essex, RM3 0JA.**

## EQUAL OPPORTUNITIES STATEMENT

Crown Group is committed to providing equal opportunities for all and to comply with Codes of Practice, you are requested to provide the following information which will be used for monitoring purposes only: **Are You:**

White	British	
	Irish	
	Any other white background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Any other mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Any other Asian Background	
Black or Black British	Caribbean	
	African	
	Any other black background	
Chinese or other	Chinese	
ethnic Group	Other	

### Policy Statement

The Company are an equal opportunity employer and are committed to a policy of treating all our employees and job applicants equally.

It is the Company's policy to take all reasonable steps to employ and promote employees on the basis on their abilities and qualifications without regard to race, religion, colour, sex, age, national origin, disability or sexual orientation – although this list is not exhaustive.

The Company will appoint, train, develop and promote on the basis of merit and ability alone.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_