

## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

1. POSITION	
Job title:	
Where did you hear about the vacancy?	

2. PERSONAL DETAILS	
Surname:	
Forenames:	
Address:	
Postcode:	
Phone:	Home:
	Business:
	Mobile:
E-mail:	

3. EDUCATION <i>Please bring documents to the interview</i>				
From	To	Establishment	Course	Grade

4. PROFESSIONAL MEMBERSHIP <i>Please bring documents to the interview</i>		
Date	Body	Grade & Membership No.

5. TRAINING <i>Please continue on a separate sheet if necessary</i>	
Date	Course

**6. EMPLOYMENT** *Please list your most recent job first and continue on a separate sheet if necessary*

From	To	Name & Address of Employer	Job title & Responsibilities	Reason for leaving	Final Salary

**7. ADDITIONAL INFORMATION**

	Yes	No
Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974)		
Do you have a current driving licence? <i>Please state if you have any penalty points</i>		
Do you have use of a car for business purposes?		
If offered this position will you continue to work in any other capacity?		

**8. WORK PERMITS**

	Yes	No
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?		
If you are successful in your application would you require a work permit to work in the UK?		

9. HEALTH		
	Yes	No
Are you in good health?		
Are there any disabilities which may affect your application?		
<p>Describe disabilities and</p> <p>a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job</p> <p>b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job</p>		

10. HOBBIES
What are your main interests outside of work?

11. REFEREES <i>Please give the name of two people who are willing to give you a reference. These should be past employers or in the case of students, at least one should be a lecturer or school teacher</i>		
	1	2
Name:		
Address:		
Phone no.		
Occupation:		
Years known:		

## 12. DATA PROTECTION ACT

Shear Design collect information for purposes relating to your application and potential employment with us. We may check information provided by you, or information provided about you by a third party, with other information held by us. We will not disclose information about you to anyone outside the practice unless the law allows us to. The information provided by you in this application and any supporting information will be used by us to consider your suitability for the position. If you are successful, this information will form part of your employment record. If you are unsuccessful, some data will be used for monitoring purposes and will be destroyed after 12 months.

## 13. RECRUITMENT POLICY

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, religion or belief, marital status, disability or age.

I authorise the company to obtain references to support this application once an offer has been made and accepted, and release the company and referees from any liability caused by giving and receiving information.

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

**Signature:**

**Date:**

You may return this form by e-mail to [recruit@shear-design.com](mailto:recruit@shear-design.com) or post to:  
*HR Manager, Shear Design, 7 Ashtree Court, Woodsy Close,  
Cardiff Gate Business Park, Cardiff, CF23 8RW*