

EMPLOYMENT APPLICATION FORM

Holroyd Howe is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. All roles within Holroyd Howe are regarded as regulated activity, it is an offence to apply for a role in regulated activity if you are barred from working with children, therefore we will require an Enhanced DBS which includes a Barred List check for all successful applicants. We will also require shortlisted applicants to provide appropriate information regarding their criminal offences.

POSITION APPLIED FOR	
LOCATION	
PERSONAL DETAILS	
TITLE (Miss, Mr, Mrs, Ms)	
FORENAME	
TORENAME	
MIDDLE NAME	-
MIDDLE NAME	
CURRENT SURNAME	
FORMER NAMES (IF APPLICABLE)	
EMAIL ADDRESS	
HOME MOBILE NUMBER / MOBILE NUMBER	
NATIONAL INSURANCE NUMBER	· · · · · · · · · · · · · · · · · · ·
DUE TO THE REQUIREMENT OF A DBS, WE CAN C	ONLY EMPLOY APLICANTS ABOVE THE AGE OF 16.
CAN CONFIRM YOU ARE ABOVE 16?	
	YESNO
ARE YOU ABLE TO PROVIDE EVIDENCE THAT YOU	J CAN LEGALLY WORK IN THE UK?
	YESNO
(If selected for the interview, please bring your o	original passport or any other relevant
documentation)	



February 2023







ARE ANY OF YOUR IMMEDIATE FAMILY OR RELATIV	VES AN EMPL	OYEE OF HOLRC	YD HOWE?	
			YES	_NO
IF YES, PLEASE PROVIDE THEIR NAME AND WHERE THEY WORK	x 18			
WHAT IS YOUR CURRENT NOTICE PERIOD?	55			
DO YOU HAVE ANY PRE-PLANNED HOLIDAY?				
	- 1			4
DO YOU REQUIRE ANY REASONABLE ADJUSTMEN	TS TO ASSIST	YOU IN OUR INTI	ERVIEW PROG	CESS?
			YES	NO
IF YES, PLEASE SPECIFY			36	

Any gaps in employment must be accounted for.			
DATE FROM AND TO	FULL COMPANY NAME AND ADDRESS	JOB TITILE	REASON FOR LEAVING
	1		-
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February 2023







SUBJECT	SUBJECT QUALIFICATION	
D. T. C. P. C. C.		

PERSONAL STATEMENT Please detail why you feel you are the right candidate for the role you are applying.

FOOD SAFETY

Are you suffering from **ANY** infection or condition that may lead to food poisoning or food borne disease either directly or indirectly through contact with food or food contact surfaces?

YES ____NO___

If yes, please specify.

INTEREST AND HOBBIES









YES ____NO__

HAVE YOU WORKED WITH CHILDREN BEFORE?

If yes, state where and provide dates.



REFERENCES DETAILS

References will only be taken up if we process your application. One of the references must be your most recent employer and any employer where you have previously worked with children. **Family members must not be included.**

If you are happy for your current employer to be contacted prior to being offered a position, please tick here _____ however any previous employer may be approached for a reference.

NAME:	
POSITION:	
COMPANY ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
DATES OF EMPLOYMENT: FROM	ТО
NAME:	
POSITION:	*
COMPANY ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
DATES OF EMPLOYMENT: FROM	то
CRIMINAL OFFENCES	
 It is an offence to apply for a role in regischildren. The amendments to the Rehabilitation 2020) provides that when applying for a second second	ed to provide an Enhanced DBS Disclosure. ulated activity if you are barred from working with of Offenders Act 197 (Exceptions) Order 1975 (2013 and certain jobs and activities, certain convictions are t they do not need to be disclosed to employers and if ake them into account.

• Guidance about whether a conviction or cautions should be disclosed, if you are shortlisted, can be found on the Ministry of Justice website.

• If you are unsure whether you need to disclose criminal information, you should seek legal advice or find out more information on the Ministry of Justice website:

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

February 2023



4





DECLARATION

- The details given on this application are correct to the best of my knowledge and belief and without omission, and I understand that any offer of employment is subject to the receipt of satisfactory references, satisfactory enhanced DBS disclosure, a Barred list check and satisfactory probation period.
- I give permission for you to contact my previous employer for references and understand my present employer will not be contacted unless I am offered and accept a position with Holroyd Howe or have ticked the box above.
- I understand that my information may be used for monitoring purposes, monitoring the efficiency of the company recruitment process and other employment procedures.
- I understand I will be required to complete a Criminal Offence Declaration if shortlisted.
- We treat personal data collected for reviewing equality of opportunity in recruitment, selection and, if relevant, employment within our organisation in accordance with our data protection policy. Information about how your data is processed is available within our Recruitment and Selection Privacy Notice which is available upon request.

SIGNATURE:	DATE:	
	2. 2	











	Yes
e employee's work history or any frequent changes in the	
satisfactory explanation for any gaps or frequent changes?	
details?	
to Work in the UK documentation?	
es to this form, including compulsory safeguarding questions?	
hey have worked with children in a previous role?	
	the employee's work history or any frequent changes in the satisfactory explanation for any gaps or frequent changes? details? to Work in the UK documentation? e original copy of the birth certificate confirming the name, want documents where the name has been changed? es to this form, including compulsory safeguarding questions? they have worked with children in a previous role?

FOR INTERVIEWER'S USE ONLY

Use this section to detail any explanation for gaps in employment history or any frequent change in jobs.

FOR INTERVIEWER'S USE ONLY

If you have not employed this candidate following the interview, you must circle the reason below to indicate why he/she has not been successful. Please ensure that you refer to the Person Specifications and the Job Description to assist you in your decision.

_Qualifications insufficient for the role

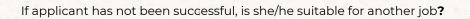
____ Previous experience is less than another candidate

_____ Characteristics incomplete with the person specification

_____ Applicant does not possess the relevant skills/experience

__ Applicant withdrew from the recruitment process

_____ Other reason (give full explanation in the right-hand box)



__Date: __

RETAIN THIS FORM AND INTERVIEW NOTES OR REFERENCES FOR 6 MONTHS

6

Signature: __

Position: __

February 2023





FOUNDED IN 1997

