



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	
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 ONLY EMPLOY APLICANTS ABOVE THE AGE OF 16. CAN CONFIRM YOU ARE ABOVE 16?	
YES ____ NO ____	
ARE YOU ABLE TO PROVIDE EVIDENCE THAT YOU CAN LEGALLY WORK IN THE UK?	
YES ____ NO ____	
(If selected for the interview, please bring your original passport or any other relevant documentation)	



ARE ANY OF YOUR IMMEDIATE FAMILY OR RELATIVES AN EMPLOYEE OF HOLROYD HOWE?

YES ____ NO ____

IF YES, PLEASE PROVIDE THEIR NAME AND WHERE THEY WORK

WHAT IS YOUR CURRENT NOTICE PERIOD?

DO YOU HAVE ANY PRE-PLANNED HOLIDAY?

DO YOU REQUIRE ANY REASONABLE ADJUSTMENTS TO ASSIST YOU IN OUR INTERVIEW PROCESS?

YES ____ NO ____

IF YES, PLEASE SPECIFY

FULL WORK HISTORY

Please complete your **full work history**, continue a separate page if required.

Any gaps in employment must be accounted for.

DATE FROM AND TO	FULL COMPANY NAME AND ADDRESS	JOB TITLE	REASON FOR LEAVING



YOUR EDUCATION, TRAINING AND RELEVANT QUALIFICATIONS		
SUBJECT	QUALIFICATION	DATE OBTAINED

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



HAVE YOU WORKED WITH CHILDREN BEFORE?

YES ____ NO ____

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

TO

NAME:

POSITION:

COMPANY ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

DATES OF EMPLOYMENT: FROM

TO


CRIMINAL OFFENCES

- All successful applicants will be required to provide an Enhanced DBS Disclosure.
- It is an offence to apply for a role in regulated activity if you are barred from working with children.
- The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions are considered 'protected'. This means that they do not need to be disclosed to employers and if they are disclosed, employers cannot take 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>



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:



MANAGER'S CHECKLIST	Please tick when you have completed	Yes
Have you verified any gaps in the employee's work history or any frequent changes in the role?		
Have you been provided with a satisfactory explanation for any gaps or frequent changes?		
Have you verified the referees' details?		
Have you seen an original Right to Work in the UK documentation?		
Have you seen and checked the original copy of the birth certificate confirming the name, and seen and checked any relevant documents where the name has been changed?		
Have you attached interview notes to this form, including compulsory safeguarding questions?		
Has the applicant confirmed if 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)

OTHER REASON FOR REJECTION



If applicant has not been successful, is she/he suitable for another job?

RETAIN THIS FORM AND INTERVIEW NOTES OR REFERENCES FOR 6 MONTHS

Signature: _____ **Date:** _____

Position: _____

