



Right Direction Training

JD's International Ltd (6571557) T/A
Right Direction Training
Unit 7, Harvest Court, Suffolk, NR33 7NB
Tel: 0844 3570357

JOB APPLICATION FORM

Please return completed applications to:

HR Department
Right Direction Training
Unit 7, Harvest Court
South Lowestoft Ind Est.
Suffolk, NR33 7NB

Or email to info@rightdirectiontraining.co.uk

Job Title:

Personal Details

Surname:	National Insurance no:
Initial(s):	Home tel. no:
Address:	Work tel. no:
County:	E-Mail address:
Postcode:	

Do you have a current driving licence? **YES** **NO**
(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? **YES** **NO**

If YES, indicate here if you are aware of any adjustments that Right Direction Training could make to help you apply for or carry out the job:

Continue on separate sheet if required

Are you applying for this job on a job share basis? **YES** **NO**
If YES, indicate here if you wish your application to be considered as a joint application with someone else, giving his/her name:

EDUCATIONAL QUALIFICATIONS AND TRAINING

You may be asked to provide evidence of qualifications obtained

Secondary education (CSE, GCE, GCSE, RSA, A Levels etc)

Examination	Level	Subject(s)	Grade

Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)

Institution	Full or Pt. Time	Qualification	Subject	Pass level or Grade

Other relevant qualifications including membership of professional bodies:

Relevant training and personal development (state who provided training and duration).
Examples could include: short courses, skills training, external awards/activities, etc.

CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title: Current/latest salary and any benefits: Weekly hours
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to by ticking the NO boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

Name: Address: Tel. no: E-Mail address: Relationship: Organisation (if applicable):	Name: Address: Tel. no: E-Mail address: Relationship: Organisation (if applicable):
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May we contact them if we decide to invite you for interview?				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">YES <input type="checkbox"/></td> <td style="width: 25%;">NO <input type="checkbox"/></td> <td style="width: 25%;">YES <input type="checkbox"/></td> <td style="width: 25%;">NO <input type="checkbox"/></td> </tr> </table> (If NO, we will contact you for permission before requesting references)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

The information requested on this page may be provided on a separate sheet if preferred

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Job title/role with brief indication of main duties and responsibilities	Reason for leaving

continue on separate sheet if required

The information requested on this page may be provided on a separate sheet if preferred

ADDITIONAL INFORMATION

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Continue on a separate sheet if necessary

You must complete all sections on this page

Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

Details of criminal convictions:

Please state **NONE** if appropriate.

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.)

Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? YES NO
If you already have a work permit, please give the expiry date:

DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:	Date:
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FOR OFFICE USE ONLY

Give details below of reasons for non-selection related to person specification (please tick as appropriate)

Selection stage	Qualifications			Experience/knowledge			Skills			Other
Invited for interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	unsatisfactory	satisfactory	good	unsatisfactory	satisfactory	good	unsatisfactory	satisfactory	good	
Offered job? YES <input type="checkbox"/> NO <input type="checkbox"/>										
Please indicate if:	Appointed <input type="checkbox"/>		Withdrew <input type="checkbox"/>		Other					

Signed by Departmental Manager:

Date:

JOB APPLICATION SURVEY FORM

To help us monitor our recruitment and selection processes, you are asked to give the following additional information about yourself.

The details you supply will be used for the purpose of monitoring the equal opportunities policy. Analysis of the information will not be in a form that identifies you, nor will it be used in selecting or not selecting you for the job.

If you indicate that you have a disability you will be offered an interview if you meet the essential criteria for the job.

ABOUT THE JOB YOU ARE APPLYING FOR

Job Title

ABOUT YOU

Surname	Initials	Title:
Sex	Marital status	

Ethnic Origin (The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write down how you would describe your ethnic origin)

- | | | | |
|--|--------------------------|---|--------------------------|
| A <u>White</u> | | D <u>Black or Black British</u> | |
| 1 White British | <input type="checkbox"/> | 11 Caribbean | <input type="checkbox"/> |
| 2 White Irish | <input type="checkbox"/> | 12 African | <input type="checkbox"/> |
| 3 White Other (<i>please specify</i>) | | 13 Any other Black background (<i>please specify</i>) | |
| B <u>Mixed</u> | | E <u>Chinese or other ethnic group</u> | |
| 4 White and Black Caribbean | <input type="checkbox"/> | 14 Chinese | <input type="checkbox"/> |
| 5 White and Black African | <input type="checkbox"/> | 15 Any other (<i>please specify</i>) | |
| 6 Any other Mixed background (<i>please specify</i>) | | | |
| C <u>Asian or Asian British</u> | | | |
| 7 Indian | <input type="checkbox"/> | | |
| 8 Pakistani | <input type="checkbox"/> | | |
| 9 Bangladeshi | <input type="checkbox"/> | | |
| 10 Other Asian Background (<i>please specify</i>) | | | |

Do you have a disability? (*see over for definition*) Yes No

Are you applying to job share? Yes If possible No

Please return in an envelope or e-mail directly to info@rightdirectiontraining.co.uk

