



## EMPLOYMENT APPLICATION FORM

(please complete in block capitals)

Please complete all sections of the form that apply to you. All information is confidential.

### Once completed, return to:

Employment Department, Twig and Spoon, Ash Lane, Ash, Nr Sevenoaks, Kent, TN15 7EG

Position Applied For		
Please give the title of the advertised position		
Where did you see this position advertised?	Have you applied before? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Availability		
Preferred Working Days: <i>(please circle)</i> Mon Tue Wed Thur Fri Sat Sun I Don't Mind: <input type="checkbox"/>	Full Time Work: <input type="checkbox"/> Part Time Work: <input type="checkbox"/>	
Personal Details		
Title: Mr / Miss / Mrs / Ms	Surname:	Forname(s):
Address:  Postcode:	Email:	
	Home Telephone:	
	Daytime Telephone:	
N.I. Number:	Mobile Number:	
Education		
School/College	Qualifications	

Employment History (paid or voluntary work)			
Current/Most Recent Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason For Leaving:		Rate of Pay on Leaving:	
1 - Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason For Leaving:		Rate of Pay on Leaving:	
2 - Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason For Leaving:		Rate of Pay on Leaving:	
3 - Previous Employer:	Job Title, Duties & Responsibilities:	From:	To:
Address:			
Reason For Leaving:		Rate of Pay on Leaving:	

**General**

Do you know anyone employed by Twig and Spoon? If yes, please give their name and relationship.

How soon will you be available for work if appointed?

**Interest and Pastimes**

Please give details of your interests and pastimes, and any clubs and societies that you belong to, along with any responsibilities or offices held.

**References**

Personal Referee:

Name:

Relationship:

Address:

Telephone:

Employment Referee:

Name:

Position:

Employers Name & Address:

Telephone:

May we contact them now?

**Rehabilitation of Offenders Act 1974**

Have you ever been convicted of a criminal offence?

Yes  No

Do you have any criminal charges or summonses pending against you?

Yes  No

## Equal Opportunities

Twig and Spoon is an equal opportunities employer. All job applicants and employees receive equal treatment regardless of sex, pregnancy, marital or civil partner status, sexual orientation, gender reassignment, race, colour, nationality, ethnic or national origin, age, disability, part time or fixed term status, religion or similar belief or union activities.

By completing the section below you can help us monitor and promote our equal opportunity policy. This section will not form part of the short-listing process in any way and will be separate from your application form.

Male  Female

Date of Birth:

How would you describe your ethnic origin?

*These categories were used for the 1991 census by the Office of Population Census and Surveys and are recommended by the Commission for Racial Equality. They do not refer to place of birth, citizenship or nationality, but to the ethnic group to which you feel belong.*

White  Pakistani

Black – African  Bangladeshi

Black – Caribbean  Chinese

Black – Other  Asian – Other

Indian  Other

*Please specify:*

Would prefer not to say

Would you describe yourself as having a disability?

Yes  No

Are you registered under the Disabled Persons (Employment) Act 1997?

Yes  No

## Declaration

I declare that the information that I have given in support of my application is true and complete.

I understand that if the information set out in this application form is found to be false or misleading, Twig and Spoon reserve the right to withdraw any offer made.

I understand that if the information set out in this application form is subsequently discovered to be false or misleading, I may be dismissed.

I understand also that the appointment, if offered, will be subject to satisfactory references.

**Signature:**

**Date:**

The information contained in the application form will be used for the selection of candidates. Should you be successful in your application, the information on this form will be used in the preparation of contracts and filed in a personal file.

The equal opportunities form is strictly confidential and will be used solely for monitoring purposes.

I consent to the processing of the enclosed information by Twig and Spoon in accordance with the Data Protection Act 1998.

**Signature:**

**Date:**