



**Section 2: References** (please give full postal address)

**Reference 1:** (from present or most recent employer)

Name of referee:

Position:

Name and address of organisation:

Post Code:

Work email:

Telephone:

**Reference 2:** (preferably another employer)

Name of referee:

Position:

Name and address of organisation:

Post Code:

Work email:

Telephone:

**All Candidates** – Please complete details for both referees, who should not be related to you. If school/college leaver, please give name and address of head teacher/tutor and also manager of most recent work experience placement – if applicable.

*Please note – we reserve the right to contact any previous employer(s) you have listed for reference purposes where relevant.*

**Internal Candidates** – Please note your Line Manager must be one of your referees.

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**Reference 3: Personal Reference**

(A reliable person who has known you over 3 years who is not a relative)

Address of Personal Referee:

Postcode:

How many years known?

Contact Telephone Number:

Occupation of Referee:

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**Section 3: Employment Details**

Please record your previous employment starting with your present or most recent employer.

1. Name and address of employer: (full address including postcode please)

Postcode:

Name of who you reported to:

Position held:

Salary:

Key duties and responsibilities (in bullet points):

Reason for Leaving:

Start Date:

Leaving Date

2. Name and address of employer: (full address including postcode please)

Postcode:

Name of who you reported to:

Position held:

Salary:

Key duties and responsibilities (in bullet points):

Reason for Leaving:

Start Date:

Leaving Date

Please continue employment history on a separate sheet if necessary.

**Section 4: Additional Information**

Are you in good health?

Yes  No

Please give details of any injuries or major illnesses over the past 2 years.

How many days and periods of absence have you had due to sickness over the past 2 years?

Caxtons wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. (Indicate by marking an 'x' in the appropriate box).

Do you have a disability as outlined in the Disability Discrimination Act 1995 and 2005?

Yes  No

In relation to any disability, do you have any particular requirements in order to attend an interview?

If yes, please give details on a separate sheet.

Yes  No

**Section 5: Education, Qualifications And Membership Of Professional Associations**

Please give details of your education and qualifications obtained. This includes any qualifications which you are studying for now. You will be required to prove you have obtained these qualifications.

Name of Secondary School

Date Attended

Qualification

Grade Achieved

Date Achieved

Name of College/University

Date Attended

Qualification

Grade Achieved

Date Achieved

Professional Qualifications	Date Attended	Qualification	Grade Achieved	Date Achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## **Section 6: Computer Packages and other Certificates**

### **Computer Packages:**

Listed below is a selection of packages you may be required to use. In order that we can ascertain whether you will require any further training or assistance please can you indicate which of these packages you have used and the level of competency you have using them.

Package	Never Used	Basic	Intermediate	Advanced
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Front page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Acrobat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APB (SAP management package)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sage 100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographic Packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Any other Packages</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### **Other Certificates:**

	Yes	No
Do you hold or have you ever held a First Aid Certificate?	<input type="checkbox"/>	<input type="checkbox"/>
If no, if the opportunity arose would you consider becoming a Company First Aider?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold or have you ever held HSE Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold or have you ever held a Fire Warden Certificate?	<input type="checkbox"/>	<input type="checkbox"/>
If no, if the opportunity arose would you consider becoming a Company Fire Warden?	<input type="checkbox"/>	<input type="checkbox"/>

If you have any Certificates for qualifications in either computers i.e. European Driving Licence, a degree, RICS qualifications, ARLA, ARMA, First Aid, an HSE Qualification or Fire Warden etc please bring these with you on your first day or at the interview, if requested.

**Section 7: Relevant skills and competencies**

Please review the person specification found within the job description. Record below details of any relevant skills, experience, training or qualifications, which make you particularly suited for this position.

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**Section 8: County Court Judgements**

- No **unspent** convictions or pending charges.
- One or more **unspent** convictions or pending charges. Please give brief details

## **Section 9: Criminal records disclosure**

To be completed by all applicants. I confirm that I have

No **unspent** convictions, cautions, reprimands, final warnings or pending charges.

One or more **unspent** convictions, cautions, reprimands, final warnings or pending charges.

*Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure from the Criminal Records Bureau.*

If you have answered **yes** to the question above, please follow the instructions below:

- On a separate sheet of paper record brief details of the offence(s)
- Record the date and place of judgement and sentence(s) given
- Place the sheet of paper into a sealed envelope and attach to your application form.

**Caxtons has a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision Caxtons will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.**

*This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

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## **Section 10: Asylum & Immigration Act**

**It will be a condition prior to employment that evidence regarding eligibility to work in the United Kingdom is provided. This evidence could include a birth certificate, P45, pay slip, P60, national insurance card or an appropriately endorsed passport.**

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## **Section 11: Prevention And Detection Of Fraud**

Caxtons is committed to the highest ethical standards and expects its employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to Caxtons' business.

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## **Section 12: Equal Opportunities Statement**

It is the company's policy that all employees/applicants are treated equally irrespective of their sex, race, colour, nationality, ethnic origin, sexual orientation, religion, belief or age.

It is the company's policy to employ and provide a suitable environment for people with disabilities. All reasonable facilities will be provided for employees with disabilities to pursue their careers without difficulty or disadvantage.

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## **Applicant's Declaration**

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with Caxtons will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment to Caxtons' service will render me liable to dismissal without notice. I give explicit consent that the information which I give on this form may be processed in accordance with the Data Protection Act 1998.

Please mark the box with an 'x' to confirm you have read and understood the applicant's declaration.

Signed

Dated