

APPLICATION FORM

James Pilcher House, 49/50 Windmill Street,
Gravesend, Kent DA12 1BG

This form will only be used for the role to which you have applied and, if you are unsuccessful in your application and any other paperwork supplied will be confidentially destroyed.

Post Applied For:

Please confirm your notice period/availability: One month One week Other:

Title: Mr Mrs Miss Ms Please specify

Surname: Forenames:

Current Address: Post Code:

Home Telephone Number: Mobile Number:

Home Email Address:

Do you hold a full driving licence? If yes do you have any endorsements?
If yes, please give details.

Work History	Employer	Position held and description of duties
Start with your most recent job and work back. Continue on a separate sheet if necessary.		

Please explain any gaps in your employment:

Education and training Start with your most recent and work back. Continue on a separate sheet if necessary.	University, college, school or other place	Course studied and qualifications achieved.

Computer Packages used ✓ = Used X = Not used	Microsoft Word	<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Microsoft Outlook	<input type="checkbox"/>
	Microsoft Powerpoint	<input type="checkbox"/>	Microsoft Publisher	<input type="checkbox"/>	Yardi Propware	<input type="checkbox"/>
	Photo Packages	<input type="checkbox"/>	CFP	<input type="checkbox"/>	Yardi Voyager	<input type="checkbox"/>
	Sage	<input type="checkbox"/>	Linked in	<input type="checkbox"/>	Quantum	<input type="checkbox"/>

Do you have the right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Any other evidence to support your application. For example experience relevant to the job you are applying for.	
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If you require any particular arrangements when attending an interview please give details.	
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Professional Indemnity Insurance Do you have any Professional Indemnity claims history with your former employers? If yes, please give details on a blank sheet and attach it to this application.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Contractual Restrictive Covenant/Non-Competition Clauses Do you have any restrictive covenants or non-competition clauses in your current or former contract of employment which may be relevant? If yes, please supply a copy.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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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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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.

Employment References:	<p>Please give details of your employment over the past 3 years beginning with your present or most recent and details of referees for those positions. If this is your first job then give your school/university. Any job offer made will be conditional upon references that are satisfactory to us. However, no approach will be made prior to your acceptance of employment. Please complete the email address section as this is our preferred method of contact.</p> <p>Please write clearly to ensure we have the correct details</p>
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Name of Present Employer:		Reason for Leaving:	
Address:	Postcode:		
Job Title:	Date from:	Date to:	
Description of Duties:			
Name of Referee:		Position:	
Email address of Referee:			

Name of Present Employer:		Reason for Leaving:	
Address:	Postcode:		
Job Title:	Date from:	Date to:	
Description of Duties:			
Name of Referee:		Position:	
Email address of Referee:			

Personal Reference: Your personal referee should not be a relative, contemporary or former employer and must be someone you have known for over three years.

Name:	Years known:
Address:	Postcode:
Email address of Referee:	

Applicant Consent to take up references
 I understand that following acceptance of a formal job offer; Caxtons will approach the above Referees to seek references and I hereby give my consent for this approach to be made.
 Signed..... Dated.....

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 and welcomes applications from any person who fits the essential requirements of the job.
 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

All claims and/or statements of skills, experience, qualifications and employment will be checked. In the event of false claims being made, any offer of, or employment will be terminated. Caxtons reserves the right to recover from an applicant any employee costs incurred as the result of the application and/or employment of someone who has submitted an application for (or other evidence of experience etc.) containing false claims. Please note that falsely completing an application form is false representation under the Fraud Act 2006 and this can be punishable by a prison sentence of up to 10 years.

Applicant Declaration
 I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed and that I may be held liable for any employment costs incurred as a result of my actions. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.
 Please mark the box with an 'x' to confirm you have read and understood the applicant's declaration
 Signed..... Dated.....
 This form must be **personally** signed prior to the interview.