



REF:
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OCCUPATIONAL TRAINING AND RECRUITMENT LIMITED

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APPLICATION FORM

IMPORTANT: PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS USING BLACK INK (If any section is not applicable please state N/A)

Please enclose your CV if you think it would add weight to your application

All information given on this form will be treated in strict confidence

Position applied for:

Company:

Where did you see this position advertised?

PERSONAL DETAILS

Preferred title (e.g. Mrs, Miss, Ms, Mr):

Surname:

Forename(s):

Address:

Postcode:

Home number:

Mobile:

Work:

Email address:

If necessary, may we contact you by telephone at work?

Yes No

TRANSPORT

Do you have a valid UK driving licence? Yes No

Have you any endorsements / disqualifications? Yes No
Please give details:

Do you have your own transport available for work if required? Yes No

HEALTH

Are you currently in good health? Yes No

How many days have you been absent through sickness during the past two years?

Under the **Rehabilitation of Offenders Act 1974**, do you have any unspent convictions? Yes No

Having a criminal record does not automatically bar you from working with us. When deciding whether or not to offer a post to someone with a criminal record, OTR has to consider most carefully the nature of the offence and circumstances under which it was committed.

EMPLOYMENT HISTORY

Please detail your work history, starting with your current or most recent position

EMPLOYER (NAME AND ADDRESS)	JOB TITLE AND RESPONSIBILITIES	PERIOD OF EMPLOYMENT IN THIS POSITION	REASON FOR LEAVING	SALARY

Please continue on a separate sheet if necessary, giving page number and title heading

Have you ever worked shifts or irregular hours?

Yes No

If yes please give details:

If offered employment when could you commence?

Notice required?

Please give details of holidays or other commitments for the next 6 months:

EDUCATION

Please give details of your education, stating the most recent first

Name of school / college / university	Qualification/Level of Attainment

PERSONAL DEVELOPMENT

Please give details of any training and development activity (include professional/vocational qualifications, training courses, membership and voluntary work or responsibilities you consider relevant)

Name of institute or professional body	Qualification/Level of Attainment

IMPORTANT

PLEASE NOTE THAT ORIGINAL CERTIFICATES FOR ALL RELEVANT QUALIFICATIONS, MEMBERSHIPS AND TRAINING MUST BE PRODUCED IF YOU ARE INVITED TO OTR FOR ASSESSMENT OR INTERVIEW

WHAT ATTRACTS YOU TO THIS POSITION?

PLEASE USE THE SPACE BELOW TO SUMMARISE YOUR PERSONAL STRENGTHS, ATTRIBUTES AND ACHIEVEMENTS RELEVANT TO THIS POSITION, AS DEFINED WITHIN THE ADVERT AND JOB DESCRIPTION.

Continue on a separate sheet if necessary.

INTERESTS

What activities outside work interest you? Please include membership of clubs, institutions and any positions of responsibility you hold:

REFERENCES

Please give two referees (not including relatives). One referee should be your present or most recent employer. Students should give the names of Head Teacher or tutor as appropriate.

Name:

Name:

Title:

Title:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

May the referees be contacted without further approval?

Yes No

Data Protection Act 1998

Information on this form will be stored in accordance with our registration under the Data Protection Act 1998

DECLARATION

This certifies that I have completed this application form and that all the entries on it and information given are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of relevant facts is cause for cancellation of any such appointment and may result in dismissal from the company.

Signature: _____

Date: _____

EQUAL OPPORTUNITIES MONITORING

REF:
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OTR is committed to ensuring that no applicant or employee receives less favourable treatment on the grounds of race, ethnic origin, colour, religion, sex / gender, sexuality, disability, age, ex-offender background or any other form of discrimination. **To ensure that our Equal Opportunities Policy can be effectively monitored, and for no other reason, applicants are asked to complete this page of the form which will not be used in any part of the selection and recruitment process.**

All information on this page will be treated in strict confidence and will be separated from your application form before the selection process commences.

Information about you (please tick boxes)

- 1. Are you Male Female
- 2. I am a person with a disability Yes No

If yes, does your disability have a substantial and long-term adverse effect on your ability to carry out normal day to day activities?
 Yes No

‘Long term’ affects are those which have lasted at least 12 months or are expected to last 12 months or more. The disability could be physical, sensory or mental but must be substantial. For example, wearing spectacles would only apply if vision was substantially affected even when wearing glasses. The disability could relate to a progressive condition such as HIV infection, multiple sclerosis or cancer, from the time at which impairment first affects day to day activities, so long as it is ultimately expected to result in substantial impairment.

3. Date of Birth:

4. Ethnic Origin:

Choose one section from A to E, then tick the appropriate box.

Please note: Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens for example, can belong to any of the groups indicated.

- A White
 - British
 - Irish
 - Other White background, please specify:
-

- B Black or Black British
 - Caribbean
 - African
 - Other Black background, please specify:
-

- C Asian or Asian British
 - Indian
 - Pakistani
 - Bangladeshi
 - Other Asian background, please specify:
-

- D Mixed
 - White and Black Caribbean
 - White and Black African
 - White and Asian
 - Other Mixed background, please specify:
-

- E Chinese or other ethnic group
 - Chinese
 - Any other, please specify:
-

5. Work Permit

Do you need a work permit or other documentary evidence of eligibility to work in the UK?
 Yes No

If yes, when does your current permit expire?

You will be required to produce documentary evidence of your legal entitlements to work in the UK (Section 8 – Asylum and Immigration Act, 1996)