

Application form

Thank you for your interest in working for Right-Trak. Please read carefully all instructions and job details prior to completing this form. Please use black ink as it will be necessary to photocopy your application. If you would like an electronic copy of this form please contact us on the number below.

Post Title:	Closing Date:
Vacancy Ref:	

Personal Details

Title		
Surname (block capitals)		
Forename(s)		
Address:		
Postcode:		
Telephone Daytime:		
Mobile Number:		
Email address:		
National Insurance Number:		
Are you subscribed to the online DBS update?	Yes	No
If Yes please supply certificate number to confirm Right Trak Ltd has permission to perform a status check	Certificate Number:	

How did you hear about this vacancy?			
Right Trak Website	<input type="checkbox"/>	Other Website	<input type="checkbox"/>
Publication (Please specify)	<input type="checkbox"/>	Jobcentre plus	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>		

Do you have the right to work and live in the UK?

Please choose: Yes No

The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.

Career History

(Including all voluntary, home-based or part time work)

Current or most recent employment

Employer's name, address and type of business	Dates (from- to) (Month-Year)	Reason for leaving	Notice Required	Salary
Do you have any additional employment which you intend to continue if appointed to this post? Yes <input type="checkbox"/> No <input type="checkbox"/> Please detail the nature of the work and the hours:				
How many periods of absence through sickness have you had in the last 3 years?				
How many days of absence due to sickness have you had in the last 3 years?				

Job title and description

Briefly describe your current/ most recent employment, highlighting duties, responsibilities, skills or experience gained that are relevant to the post for which you are applying. If you are a school or college leaver, please include details of vacation employment.(continue on a separate sheet if necessary)

Career history continued

Past employment

Please provide details of your previous employment history, starting with the most recent job and accounting for any gaps. It is essential we are able to account for all periods of applicant's history due to safeguarding requirements. Any unaccountable gaps are likely to have an impact on selection. For posts within the last five years, please confirm salary details. Please include any voluntary, home-based or part-time work.

Name and address of employer	Position held and grade if applicable	Dates (from-to) (month-year)	Final salary	Reason for leaving

Continue on a separate sheet if necessary.

Please put your full name and the vacancy number on all additional sheet

Education, professional qualifications and training

Where applicable please include details of examinations taken or are about to be taken for which results are not yet available. (NB appointment will only be confirmed subject to receipt of original certificates in support of below)

Secondary Education				
School Attended	Qualifications	Subject	Date	Grade

Further and Higher Education				
School/ College or University	Qualifications	Subject	Date	Grade

Technical or Professional Membership/ Qualification		
Institute	Grade of Membership	Year of Election

For posts requiring GSCC Registration	
Registration Number	
Expiry date	

*Continue on a separate sheet in necessary.
Please put your full name and the vacancy number on all additional sheets*

Most relevant experience/ reasons for applying

The job description details the key areas of responsibility and tasks involved. The person specification details key areas of knowledge, experience and skills required. Please demonstrate in this section how you meet the person specification. Short listing will be based upon how well you demonstrate your ability to meet these essential criteria. Attaching a CV is not acceptable.

Any continuation should total not more than three hand written pages or two typed pages. Each page should include your name and the vacancy reference and should be numbered. Please ensure that any continuation sheets focus on specific responsibilities, competencies and achievements most relevant to the role applied for:

*Continue on a separate sheet in necessary.
Please put your full name and the vacancy number on all additional sheets*

Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending? (Because of the nature of this work, this post is exempted from the Rehabilitation of Offenders Act 1974 and all convictions, both spent and unspent, must be disclosed.) Non- disclosure is likely to have an impact on selection.

Please choose:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details, with dates, of all offences, sentences, cautions, reprimands, final warnings and court cases pending.		
Date of Offence:		
Nature of Offence:		
Sentence or nature of court sanction:		

The information contained in this application form will only be seen by staff involved in the recruitment process.

Where the post applied requires an enhanced disclosure check, please provide details of any police inquiries made against you, which may have a bearing on your suitability for this post

Right-Trak believes that having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the position and the circumstances and the background to the offence(s).

Use of vehicles

Do you hold a current driving licence (excluding a provisional licence)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, is there any reason why you could not obtain one? (if yes please detail)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you any current endorsements? If yes please detail	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Referees

Please give details of two people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer and the second a previous employer. For all posts that require an enhanced disclosure check, Right-Trak will approach the referees prior to interview. For all other posts, if you do not wish us to approach your referees prior to interview please tick the box.

Right-Trak reserves the right to contact any or all of your previous employers prior to interview.

Present / Most recent employer	
Name:	
Job Title:	
Address:	
Postcode:	
Telephone Number:	
Email:	
In what capacity does this person know you?	

Second referee	
Name:	
Job Title:	
Address:	
Postcode:	
Telephone Number:	
Email:	
In what capacity does this person know you?	

Emergency Contact

Name	
Address:	
Postcode:	
Telephone Number:	
Relationship:	

Data protection

Information given in this application will be controlled under the data protection legislation and will be used for the purposes of recruitment within Right-Trak. Should your application be successful, the information will then be used for your personnel records and payroll purposes. The information provided will be processed both manually and automatically for these purposes.

Declaration

Before signing the declaration, please read the following:

If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.

'I declare that the information contained in this form are true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand too that a standard or enhanced disclosure check will be sought in the event of my application being successful.'

Signature:	
Print Name:	
Date:	