

Manager Application Form page 1 of 3

Your Details

Surname _____

Forename(s) _____

Title Mr/Mrs/Miss/Ms/Other _____

Date of Birth _____

Address _____

Postcode _____ Tel no.(home) _____

Mobile no. _____

Email Address _____

National Insurance no. _____

Personal Licence no. _____

Name & address as it appears on personal licence _____

Right to work

Please note you will be required to produce your **UK Passport/EU or European ID card** and **proof of NI number** and **Personal Licence** at your interview.

Criminal convictions

Do you have any unspent criminal convictions or cases pending? **Yes No**

If 'Yes', please give dates and details

Bank details

Do you currently have a UK bank account in your own name? **Yes No**

Please note that all payments are made by BACS directly into your bank account. Cash/cheque payments are not possible. If you do not have a bank account in your own name, we will not be able to employ you.

A bond of £3000 is required as security, this can be deducted from wages on a weekly basis in instalments.

Absence from work

Please state the number of days you were absent from work, through illness, in the last 2 years: _____

What were the reasons for the absences?

General education and training

(Please tell us the level and grade which you attained and the subjects taken.)

(Please continue on a separate sheet, if necessary.)

School/College/University	From	To	Subjects Taken	Examinations/ Achievements

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Current & Previous Employment

From _____ To _____

Employer _____

Address _____

Job Title _____

Main Responsibilities _____

Reason for leaving _____

Previous Employment

From _____ To _____

Employer _____

Address _____

Job Title _____

Main Responsibilities _____

Reason for leaving _____

Previous Employment

From _____ To _____

Employer _____

Address _____

Job Title _____

Main Responsibilities _____

Reason for leaving _____

References

Please provide details of two referees. These must be your most recent employer and previous employer. If self-employed, please give a business reference. References will be applied for, covering the last five years of employment.

Reference 1

Name _____

Company _____

Head-office address _____

Telephone _____

Email address _____

Reference 2

Name _____

Company _____

Head-office address _____

Telephone _____

Email address _____

Equal Opportunities

(our commitment)

Continuity Bars Management Ltd is committed to being an equal opportunities employer, ensuring that candidates from all ethnic backgrounds and those with disabilities can compete equally with all other applicants. To help us to monitor the effectiveness of our policy, please complete the details below:

THIS INFORMATION WILL NOT FORM PART OF OUR RECRUITMENT DECISION

Do you consider yourself to have a disability? **Yes No**
If 'Yes', please give details

Do you think that adjustments to our recruitment process or to the job role may be required to accommodate your disability? **Yes No**

(If 'Yes', a member of our team will contact you to discuss your requirements.)

If you are invited for an interview, do you require special access into the building, any special equipment or arrangements to assist with any disability? **Yes No**

Please indicate your ethnic origin:

Black - African

Black – Caribbean

Black – Other (inc. mixed parentage)

White (inc. Greek, Turkish)

Irish

Chinese

Indian

Pakistani

Bangladeshi

Other (inc. Arabian, Iranian, other mixed origin) please specify _____

Declaration

I confirm that the information given on this application form to join Continuity Bars Management Ltd is correct to the best of my knowledge. I understand that any engagement entered into is subject to a satisfactory probationary period, references satisfactory to the company, documentary evidence of my National Insurance number, Personal Licence details and my right to work in the UK and, if necessary, a medical examination. I verify that the information provided is accurate, true and complete.

I understand, if I am appointed and this information is found to be inaccurate, untrue or incomplete, that this will be treated as gross misconduct and may render me liable to dismissal. I understand that the information which I have provided will be used in accordance with the Data Protection Act 1998 for the purpose of my application for employment with Continuity Bars Management Ltd. I understand that this information will be used to process my application, report on equal opportunities and for all other areas of personnel and staff administration necessary to promote Continuity Bars Management Ltd business.

Signed _____ Date _____

As I am sure that you will appreciate, we receive a high volume of applications and endeavour to reply to them all personally. However, if you have not received a response within 14 days, then your application has, unfortunately, been unsuccessful.