

PLANNING SOLUTIONS LIMITED

9 Leigh Road, Havant, Hampshire, PO9 2ES

Application form

Site :	
Application for employment as :	
Where did you hear about this vacancy?	

In order to give your application full consideration would you please complete this form accurately and in full, giving us as many details as possible of your skills and experiences relating to the job you are applying for. Short listing will be based on the information gathered from this form and read in conjunction with the person specification.

Surname	
Other names	
Address	
Postcode	
Contact number Daytime: Evening:	
E mail address	

Do you have a driving licence? Yes/No

Have you been employed with this company before? Yes No:

Site name:	Dates to and from:	Job Title:

First available start date?	
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Working times: - Hours of work will include a variety of shift patterns including daytime, evenings, weekends, public and bank holidays. Please highlight the days and times you are available to work.

Monday	AM	PM
Tuesday	AM	PM
Wednesday	AM	PM
Thursday	AM	PM
Friday	AM	PM
Saturday	AM	PM
Sunday	AM	PM

Please give details regarding training and any qualifications you have in relation to this position including dates. (Please note that you will be asked to provide original documents at interview)

Please state the skills and experience you have acquired that can support this application, whether within the working environment or outside. Please note, there is further space below.

Any further comments to support your application

EDUCATION, TRAINING AND SKILLS

Please state details regarding your education		
Name and address	Qualifications	Dates

EMPLOYMENT HISTORY

List details of your current job below:-

Employers name and address	Dates		Job Title and brief overview of duties	Reason for leaving	Current wage
	To:	From:			

List previous employment history below: last 5 years

Employers name and address	Dates To: From:	Job Title and brief overview of duties	Reason for leaving	Current wage

*Please note that the company reserves the right to contact previous employers for reference – see below

Have you ever been convicted of a criminal offence	Yes/ No
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(Declaration subject to the Rehabilitation of Offenders Act 1974)

Do you have any disabilities that might affect your application	Yes/ No
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Please tell us if

- a) There are any reasonable adjustments we can make to assist you in your application
- b) There are any reasonable adjustments we can make to the job itself to help you carry it out

Do you need a work permit to work in the UK? <i>Please note that you will need to bring along original documentation to an interview</i>	Yes/ No
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References

Please give the name and addresses of two persons as referees, other than your present employer or relatives, who we can approach now for references. No approach will be made to your present or previous employers before an offer of employment is made.

Name	Address	Contact number	E mail address

I confirm that to the best of my knowledge the information I have recorded on my application form is correct.

I agree that any misrepresentation made by me, will result in the cancellation of my application and termination of any employment with the Company.

The GDPR (General Data Protection Regulation) came into force on 25 May 2018. The regulation replaced the current Data Protection Act. Both employers and their employees have new responsibilities to consider to help ensure compliance. Please read through our privacy statement available on our website.

By signing and returning this application form, you consent to PSL using and keeping secure, information about you, provided by you, for the purpose of seeking employment with the company. The information will be used solely in the recruitment process and not passed to anyone unconnected with this process.

Your information will be retained securely for six months from the date on which you are informed whether you have been invited to interview or six months from the date of interview.

If employed this form will be placed on your personnel file.

I consent to Planning Solutions Limited accessing my personal data for reference purposes.

Full name (IN BLOCK CAPITALS)	Date:
Signature:	

Thank you for completing our application form. Would you now please forward this application form to the General Manager at the site.

OFFICE USE

Action:	
Interview date and time:	
Interviewer:	
Action:	



EQUAL OPPORTUNITIES MONITORING FORM – STRICTLY CONFIDENTIAL

Planning Solutions Limited wants to meet the aims and commitments under our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. This form will be separated from your application form. It will not be seen by those responsible for short listing or interviewing applicants.

Please return the completed form in a separate envelope marked ‘Strictly confidential’ to **Human Resources**

Gender Man Woman Intersex Non-binary Prefer not to say
If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller
Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition? Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:



The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish Muslim Sikh

Prefer not to say

If other religion or belief, please write in here:

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours Job-share

Flexible shifts Compressed hours Homeworking

Prefer not to say

If other, please write in here: