



**Attach 2
passport
size photos
here**

Application Form

Please complete all sections in **Black ink** with **Block Letters**. You must complete this form even if you are submitting your own CV.

All applications will be treated in the strictest confidence

Position Applied For		Rate of pay <small>(Office use only)</small>	
----------------------	--	---	--

Where did you hear about Goldsmith Personnel?	
---	--

Availability to Work

Full time	Part time	Nights	Live in

Personal Details

Full name		Title	
Date of Birth			
Address			
Telephone numbers	Home		
	Mobile		
Email address			
National insurance number			
Passport number		Issue Date	
Do you own a car?	YES / NO	Do you have a current licence?	YES / NO
If yes, licence type	Provisional / Full	Will you be using your car for work	YES/NO

Driving licence number		
Do you have Business Insurance?	YES / NO	If yes, give details including dates

Education and Qualifications

Please list details of any studies you have undertaken and qualifications gained.

Secondary School/ College/ University	From	To	Subject	Qualification / Grade

Training

Please give details of any training you have had which you feel maybe relevant, including any on the job training.

Date	Duration	Title of training/ brief Description

Employment History

Start with your current employer working backwards. List full employment history including, and if applicable periods of unemployment or absenteeism. (Use additional pages as necessary)

1. Current Employer:	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
2. Name of Employer:	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
3. Name of Employer:	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	
4. Name of Employer:	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	

5. Name of Employer:	Position Held
Address	Employed From: To:
	Pay and Benefits
	Reason for Leaving
Duties	

Referees

*Please provide a minimum of 2 references. One of these reference must be your last employer.
Family members may not be used for work references.*

1. Work reference (most recent employer)	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	
2. Work reference	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

3. Character Reference	
Name	
Address	
Organisation	
Occupation	
Telephone number	
Email address	

Next of kin (Emergency contact)

Name:	Relationship to you:
Address:	Contact Number:

Criminal Convictions

Because of the nature of the work you are applying for, the provisions of Section 4 (20 of the Rehabilitation of Offenders Act 1974) does not apply by virtue of rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for the purpose are 'spent' under the provisions of the Act, and in the event of employment, any failure to disclose such convictions will result in your removal from our register. Any information you give will be strictly confidential.

Should you be successful in the interview and selection process for Goldsmith Personnel Ltd, it will be necessary for an enhanced disclosure from Criminal Records Bureau before commencing work.

Have you ever been convicted of any criminal offence or cautioned or have any hearing pending YES NO

If YES please give further information

DECLARATIONS

• Declaration of Criminal Convictions

I declare that all the information given in this declaration is correct.

Name: _____

Signature: _____

Date: _____

• Declaration

I declare that all the information given on this form is correct.

Name: _____

Signature: _____

Date: _____

Goldsmith Personnel retains the right to reject without given reason. If any information on this form is found to be false you will not be considered for employment.

Equality and Diversity Monitoring Form

The information you enter on this Equality and Diversity monitoring form will be used for monitoring only and will not be used for any other Purpose.

Monitoring information:

As an organisation we are required to collect details about an employees/applicant's age, gender, ethnicity, religious beliefs and disabilities. This is to ensure they meet their statutory requirements and to encourage the recruitment of a diverse workforce that represents the communities they serve. This information is collected to fulfil that obligation.

Goldsmith Personnel Ltd is committed to equal opportunities. No employee/applicants will be discriminated against on the grounds of colour, race, ethnic origin, age disability, gender, sexual orientation, marital status or religion.

Gender
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> I do not wish to disclose my gender <input type="checkbox"/> Transgender Male <input type="checkbox"/> Transgender female
Marital Status
<input type="checkbox"/> Single <input type="checkbox"/> Married/civil Partnership <input type="checkbox"/> Partner <input type="checkbox"/> Divorced
Age
<input type="checkbox"/> 16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65 +

Race Relations (Amendment) Act 2000

I would describe my ethnic origin and nationality as (please tick)

Ethnic origin White	Ethnic origin Mixed	Ethnic origin Asian & Asian British	Ethnic origin Black & Black British	Ethnic origin Chinese or other ethnic group
------------------------	------------------------	---	---	--

Employment Equality Regulations 2003

Please select the option which best describes your sexuality (please tick)	
<input type="checkbox"/> Lesbian/Gay Woman	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Gay Man	<input type="checkbox"/> I do not wish to disclose my sexual orientation
<input type="checkbox"/> Bisexual	
Please indicate your religious belief (please tick)	
<input type="checkbox"/> Atheism	<input type="checkbox"/> Sikhism
<input type="checkbox"/> Buddhism	<input type="checkbox"/> Jainism
<input type="checkbox"/> Christianity	<input type="checkbox"/> Hinduism
<input type="checkbox"/> Islam	<input type="checkbox"/> Other
<input type="checkbox"/> Judaism	<input type="checkbox"/> I do not wish to disclose my religion/belief

Disability Discrimination Act 1995

The disability Discrimination Act protects disabled people. This includes people with long-term health conditions. If you tell us that you have a disability we can make reasonable adjustments to where you work and your work arrangements or at interviews.

Do you consider yourself to have a disability?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this information
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.		
<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Learning Disability/Difficulty	
<input type="checkbox"/> Sensory Impairment	<input type="checkbox"/> Long-standing illness	
<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Other	