|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **RNRMC Application Form**  **Confidential** | | | | | |
| **Post Details** | | | | | |
| **Name of Post** |  | | | | |
| **Personal Details** | | | | | |
| **Title** |  | | | | |
| **First Name** |  | | | | |
| **Middle Name** |  | | | | |
| **Surname** |  | | | | |
| **Date of Birth** |  | | | | |
| **Home Address** |  | | | | |
| **Postcode** |  | | | | |
| **Contact Number** |  | | | | |
| **Email Address** |  | | | | |
| **Are you free to remain and take up employment in the UK? Yes/No** | | | |  | |
| **Do you hold a full driving licence? Yes/No** | | | |  | |
| **Which classes of vehicle are you qualified to drive? (B, C1, D1 etc)** | | | |  | |
| **Do you have any endorsements? Yes/No** | | | |  | |
| **Employment History** | | | | | |
| **Current / Last Employer** |  | | | | |
| **Location** |  | | | | |
| **Position Held** |  | | | | |
| **Salary at End Date** |  | | | | |
| **Start Date** |  | **End Date** | |  | |
| **Responsibilities** | | | | | |
|  | | | | | |
| **Reasons for Leaving** |  | | | | |
| **Notice Period** |  | | | | |
| **Previous Employment – use additional sheets if necessary** | | | | | |
| **Employer** |  | | | | |
| **Location** |  | | | | |
| **Position Held** |  | | | | |
| **Salary at End Date** |  | | | | |
| **Start Date** |  | | **End Date** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsibilities** | | | | |
|  | | | | |
| **Reasons for Leaving** | |  | | |
|  | | | | |
| **Employer** |  | | | |
| **Location** |  | | | |
| **Position Held** |  | | | |
| **Salary at End Date** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Responsibilities** | | | | |
|  | | | | |
| **Reasons for Leaving** |  | | | |
|  | | | | |
| **Employer** |  | | | |
| **Location** |  | | | |
| **Position Held** |  | | | |
| **Salary at End Date** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Responsibilities** | | | | |
|  | | | | |
| **Reasons for Leaving** |  | | | |
|  | | | | |
| **Employer** |  | | | |
| **Location** |  | | | |
| **Position Held** |  | | | |
| **Salary at End Date** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Responsibilities** | | | | |
|  | | | | |
| **Reasons for Leaving** |  | | | |
|  | | | | |
| **Employer** |  | | | |
| **Location** |  | | | |
| **Position Held** |  | | | |
| **Salary at End Date** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Responsibilities** | | | | |
|  | | | | |
| **Reasons for Leaving** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gaps in Employment** | | | | |
| **Please give details of any gaps in employment history for any period of 3 months or more** | | | | |
| **Date From** | **Date To** | **Reason** | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
|  |  |  | | |
| **Education & Training Details** | | | | |
| **Please give details of secondary education, further education and training courses attended, including qualifications.** | | | | |
| **University/College/School/ Centre** | | **Qualifications & Grade** | **Date From** | **Date To** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **Supporting Information** | | | | |
| **With reference to the job description and person specification, please provide details of your skills, abilities and experience which supports your application.** | | | | |
|  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rehabilitation of Offenders Act 1974** | | | | | | |
| **This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare unspent convictions and/or unspent conditional cautions only.**  **Under the Rehabilitation of Offenders Act 1974, you are not required to disclose convictions which are “spent”. Please note that “unspent” cautions, reprimands, final warnings, or convictions will not necessarily disqualify you from the position.**  **We recognise the contribution that people with criminal records can make as employees and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.**  **All cases will be examined on an individual basis and will take the following into consideration:**  **• Whether the conviction is relevant to the position applied for.**  **• The seriousness of any offence revealed.**  **• Your age at the time of the offence(s).**  **• The length of time since the offence(s) occurred.**  **• Whether the applicant has a pattern of offending behaviour.**  **• The circumstances surrounding the offence(s), and the explanation(s) provided.**  **• Whether your circumstances have changed since the offending behaviour.**  **It is important that applicants understand that deliberate attempts to conceal the information requested in this form could result in disciplinary proceedings or dismissal in the event you are appointed to the post.**  **All appointed candidates will be required to undergo a Basic DBS check and, if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, additional security checks. We will confirm if this is required during the interview stage.** | | | | | | |
|  | | | | | | |
| **Do you have any unspent convictions of conditional cautions? Yes/No** | | | | | |  |
| **If you have answered yes, you now have two options for disclosing your criminal record.**  **Option 1: You can disclose your criminal record separately and attach details in a separate document, emailed separately to** [**hr@rnrmc.org.uk**](mailto:hr@rnrmc.org.uk) **. The email should be marked CONFIDENTIAL and state your name and details of the post.** | | | | | | |
| **I have attached details of my convictions separately (Please mark this box with an X)** | | | | | |  |
| **Option 2: Please provide details in the space below. provide details of any unspent cautions, reprimands, final warnings, or convictions against you giving date, type of offence, sentence/fine imposed etc.** | | | | | | |
|  | | | | | | |
| **Additional Information** | | | | | | |
| **Please detail below any holiday commitments in the next 6 months** | | | | | | |
|  | | | | | | |
| **Do you consider yourself to be disabled? Yes/No** | | |  | | | |
| **If you require any arrangements when attending an interview, please provide details below** | | | | | | |
|  | | | | | | |
| **Referee Details** | | | | | | |
| **Please give 2 references including your current or last employer. Please note that all job offers are conditional upon receiving satisfactory references. References will not be taken prior to your interview.** | | | | | | |
| **Referee 1** | | | | | | |
| **Title** | |  | | | | |
| **Name** | |  | | | | |
| **Position** | |  | | | | |
| **Company** | |  | | | | |
| **Address** | |  | | | | |
| **Postcode** | |  | | | | |
| **Email Address** | |  | | | | |
| **Contact Number** | |  | | | | |
| **How do you know this person?** | |  | | | | |
| **Referee 2** | | | | | | |
| **Title** | |  | | | | |
| **Name** | |  | | | | |
| **Position** | |  | | | | |
| **Company** | |  | | | | |
| **Address** | |  | | | | |
| **Postcode** | |  | | | | |
| **Email Address** | |  | | | | |
| **Contact Number** | |  | | | | |
| **How do you Know this person?** | |  | | | | |
| **Undertaking** | | | | | | |
| **Please read and sign the following undertaking.** | | | | | | |
| **I confirm that the entries I have made on this application form are, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false statement on this form, any job offer could be withdrawn.**  **I authorise the RNRMC to obtain references to support this application once an offer has been made and accepted and release the RNRMC and referees from any liability caused by giving and receiving information.**  **I agree to the processing of personal information, including sensitive information as defined under the General Data Protection Regulation (GDPR) 2018 that I may have identified or volunteered in the completion of this form.** | | | | | | |
| **Signature** |  | | | **Date** |  | |