



Midsummer Court
 314 Midsummer Boulevard
 Central Milton Keynes
 MK9 2UB

Tel: 0845 600 8150
 Fax: 01908 265461
 Email: enquiries@tiservicesuk.com

Application for Employment

**T & I Services (UK) Ltd is an
 Equal Opportunities Employer**

Please complete **All** the sections of this form in black ink, biro and capitals. All sections should be completed in detail.
Please do not state 'refer to C.V.'

You will be required to complete Appendices A and B

Job title of post applied for:	Ref No:
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Please indicate if you are interested in either:	full time working	Casual employment
	part time working	Job sharing

Where did you see this vacancy advertised?

Personal Details	
Surname:	Forenames:
Home Address:	Title (Mr/Mrs/Ms/Miss/other)
	Telephone numbers:
	Home:
	Work: Mobile:
	E-Mail:
Postcode:	Can you be contacted at work Y / N

Rehabilitation of Offenders Act 1974

Have you ever been convicted of any criminal offence? **Yes / No**
 If yes, please give details of the conviction(s) and the date(s) (If you have criminal convictions, which are not 'spent' you must disclose these convictions). You are also required to complete Appendix C.

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Do you own a car? YES /NO?

Do you have a current driving licence: Provisional Full No

Do you have any current endorsements? (please give details)

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Education and Training

Please give details of the educational qualifications you have obtained from school, college, university etc, that are relevant to the post. Shortlisted candidates will be expected to provide original certificates.

Sometimes formal qualifications will be necessary but in other cases formal qualifications will not be required and other relevant experience and training will be considered whether it be at work, in the home or your social life and you can give details of these in the section on *further supporting information*.

Name and address of School, College, University	From	To	Qualification	Result/grade achieved

Occupational qualification/membership of professional organisation

Please give details of your membership of institutes or organisations. Again shortlisted candidates will be expected to provide original certificates or details.

College, University Institute or other	From	To	Qualification/level	Was this achieved by examination?

Other Courses attended	Level Achieved	From	To	Details of courses

Employment details *(please include any work experience paid or unpaid)*

Particulars of Present or Most Recent Employment

Employer's name and address	Job title
	Date appointed
	Present salary (or salary when employment ceased) £
	Notice required/ Date employment ceased
	Reason for leaving

Briefly Outline Duties and Responsibilities

Employment history (where possible, please go back ten years)

Employer's name and address	Job title and brief outline of duties	From	To	Reason for leaving

Further Information in support of your application

Include details of any relevant experience gained through previous employment, similar activities, voluntary work, leisure activities or your home life, including any other training, and any other relevant information you feel would support your application. If you feel you have to use additional paper to complete the application, please limit yourself to one extra A4 page.

If you were offered this post would you intend to pursue any other paid work? **Yes / No**

If yes, please give details:

Employer:

Nature of work:

Number of hours per week:

Are you related to a member of staff at T & I Services? Yes/ No

If Yes, Name Relationship

References

We will require two satisfactory references before a job offer can be made. Please give the names and addresses of two referees who can provide professional or education (not character) references. At least one of your references must be from your current or most recent employer. Please do not use friends or relatives as referees.

1. Name:

Position:

Address:

Post Code:

Telephone number:

Please tick if reference can be taken up prior to interview

How long, and in what capacity have you known this person:

.....

2. Name:

Position:

Address:

Post Code:

Telephone number

Please tick if reference can be taken up prior to interview

How long, and in what capacity have you known this person:

.....

Pre Employment Declaration

Please read this declaration carefully. Remember to sign and date it.

My National Insurance Number is:

I do / do not (*please delete as appropriate*) require a work permit to take up employment in the UK.

Under Section 8 of the Asylum and Immigration Act 1996 the Company must check the work status of all people considered for employment. If you are offered a position, you will be required to produce one of the documents listed in the Asylum and Immigration document accompanying any such offer.

I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

I accept that relevant checks will be made with all relevant bodies and registers, that includes the Criminal Records Bureau to ensure my suitability for the position and to ensure both the protection of children and vulnerable adults and where appropriate either a Standard or Enhanced Disclosure will be requested. I also understand that a criminal record, that includes the disclosure of spent convictions, may not necessarily be a bar to the continuance of my application if it is considered not relevant.

I understand that if there are any discrepancies or queries on the information supplied from the checks made or with other information supplied during the recruitment process that give cause for concern, T & I Services will investigate the matter further and will discuss the discrepancy with me. If it is found that the information is correct and is of a serious nature, then my application will be terminated immediately.

I understand that I may be asked to provide evidence of any academic or professional qualifications listed in the application form.

I declare that to the best of my knowledge the information submitted in my application and in any accompanying document(s) is correct and can be treated as part of any subsequent contract of employment. I give my consent to T & I Services making any other reasonable enquiries as it thinks fit in respect of the information and details given in this application.

I also agree that for the purposes of the Data Protection Act 1998, certain personal information given on this form and on any accompanying documents, including any sensitive data of which I am the subject, can be kept on manual and/or computer systems for sole use by the Company. This includes divulging personal data to third parties where the Company is legally obliged to do so. I understand that all personal details will be held in strict confidence and will not be divulged to any other individuals or organisation for any other purpose.

Signature: Date:

Please print your name:

When you have completed the form please return to the following address, ensuring that all the paperwork is complete:

**The Managing Director
Unit 3
Furtho Manor Farm
Northampton Road
Old Stratford
MK19 6NR**

If you have any further queries please call the following number for assistance: 0845 600 8150

APPENDIX A

T & I Services (UK) Ltd is fully committed to promoting equality of opportunity and is an equal opportunities employer. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant experience and abilities. To assist T & I Services in monitoring the operation of its equal opportunities policy, and for no other reason, please answer the following questions. **This information will be detached before your application is forwarded for shortlisting.**

Surname name:	Forenames:
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Date of birth:	Age:	<input type="checkbox"/> Female	<input type="checkbox"/> Male
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Do you consider yourself to have a disability *? **Yes / No**

If yes, give details:

Are you registered disabled? **Yes / No**

Do you have any particular requirements regarding interview or other selection arrangements? **Yes / No**

If yes, give details:

** Under the Disability Discrimination Act 1995, a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities such as those involved in mobility, manual dexterity, physical co-ordination, speech, hearing, eye sight or communication, or a permanent condition which is controlled by medication.*

Absences from work
Please give details of absences work through sickness or other reasons over the last 12 months. Indicate number of occasions and number of day's absence at each instance. Please specify reasons for absence.

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Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background.

<p>(a) White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background Please specify</p> <p>.....</p> <p>(b) Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background Please specify</p> <p>.....</p> <p>(c) Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background Please specify</p> <p>.....</p>	<p>(d) Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background Please specify</p> <p>.....</p> <p>(e) Chinese or Other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Please Specify:</p> <p>.....</p>
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THANK YOU FOR YOUR ASSISTANCE IN COMPLETING THIS FORM