

Post Applied for: Post Number:

**Efficiency North Holdings Group Ltd Job Application Form**

## THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

***Please be aware that forms with missing information WILL NOT be considered.***

# Section 1 Personal details

Last Name: First Name:

Address:

|  |
| --- |
|  |
|  |
|  |

Postcode:

Home Telephone No:

Daytime Telephone No:

Mobile Telephone No:

E-mail address:

Are you free to remain and take up employment in England with no current immigration restrictions?

Yes No

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK? **Yes No**

If you are selected for interview you are required to provide evidence of the above details. Please bring with you:

Proof of eligibility to work in the UK (Passport/Birth Certificate/Work Permit/Visas)

# Section 2 Present Employment

**Present Employment** (If now unemployed give details of last employer)

Name of Employer:

Address:

|  |
| --- |
|  |
|  |
|  |

Postcode:

Post Title:

Date of Appointment: Salary:

Department / Section:

Brief description of duties:

Notice Period: or Last day of service:

Reason for leaving

(if no longer employed)

# Section 3 Previous Employment

**Previous Employment** (most recent past employer first – max 2no.).

Name of Employer:

Address:

|  |
| --- |
|  |
|  |
| **Postcode** |

Position Held:

 Summary of duties:

Reason for leaving:

Name of Employer:

Address:

|  |
| --- |
|  |
|  |
| **Postcode** |

Position Held:

Summary of duties:

Reason for leaving:

# Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

|  |  |  |
| --- | --- | --- |
| **College or University** | **Course** | **Qualifications and grades obtained** |
|  |  |  |
| **School** | **Subjects** | **Qualifications and grades obtained** |
|  |  |  |

# Professional, Technical or Management Qualifications

Please give details:

|  |  |
| --- | --- |
| **Professional/Technical/****Management Qualifications** | **Course Details** |
|  |  |
| **Membership of any Professional / Technical Associations- Please state level of Membership:** |

# Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses **which support your application**. Include any on the job training as well as formal courses.

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|  |  |

# Section 6 Key Skills, Qualities and Competencies

*Use this space to describe how you meet the key skills, qualities and competencies outlined in the Job description.*

*( Maximum 1No additional A4 sheet can be attached to this application form).*

#  Section 7 Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of days sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

# Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. ***Forms with no referees given WILL NOT be considered***.

Reference 1 Reference 2

Name: Name:

Position (job title):

Work Relationship:

Position (job title):

Work Relationship:

Organisation: Organisation:

Address: Address:

|  |
| --- |
|  |
|  |
|  |
|  |
| Postcode |  |

|  |
| --- |
|  |
|  |
|  |
|  |
| Postcode |  |

Telephone No: Telephone No:

E-mail: E-mail:

Are you willing for this referee to be approached prior to the interview?

Yes No

Are you willing for this referee to be approached prior to the interview?

Yes No

# Section 9 Declaration

## Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

* all the information given by me on this form is correct to the best of my knowledge
* all questions relating to me have been accurately and fully answered
* I possess all the qualifications which I claim to hold
* I understand that any omissions or misrepresentations of information on this application form may, in the event of my obtaining employment, result in disciplinary action, up to and including

dismissal

Signed: Date:

 By Hand or Post: Returning this Form

By E-Mail:

careers@efficiencynorth.org

Efficiency North Holdings Limited

1st Floor, Sovereign Court, 300 Barrow Road, Meadowhall, Sheffield, S9 1JQ.

Enquiries:

Telephone: 0330 606 1460



|  |
| --- |
| **EFFICIENCY NORTH HOLDINGS GROUP LTD** **DIVERSITY MONITORING FORM** |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |
| Efficiency North Holdings Ltd is committed to the principle of appointments on merit with independent assessment, openness and fairness of process and to providing equal opportunities for all. Applications are welcome from all, but we particularly encourage applications from women, people from an ethnic minority, people with disabilities and other underrepresented groups. Both UK nationals and international candidates are encouraged to apply.We ask that all applicants complete an anonymised Diversity Monitoring Form used for data gathering information only in order to ensure we are recruiting from the widest possible pool.Your personal data will always be treated in confidence and in line with ENHL Policies concerning Data Protection and GDPRYour responses to sections 1 – 8 will never be made available to the panel considering your application. |
| **1. Gender**What is your gender?[ ]  Female [ ]  Male[ ]  I prefer to describe myself as ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  I prefer not to say  |
| **2. Disability**Do you consider yourself to be disabled?[ ]  No[ ]  Yes [ ]  I prefer not to say  |
| **3. Ethnicity**Please mark the box that most accurately describes your ethnicity:What is your ethnic group?Choose one option that most accurately describes your ethnic group or background**White**[ ]  English / Welsh / Scottish / Northern Irish / British[ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  Any other White background, *please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Mixed / Multiple ethnic groups**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other Mixed / Multiple ethnic background, *please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Asian / Asian British** [ ]  Indian [ ]  Pakistani[ ]  Bangladeshi [ ]  Chinese [ ]  Any other Asian background, *please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Black African / Caribbean / Black British**[ ]  African[ ]  Caribbean[ ]  Any other Black / African / Caribbean background, *please describe* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Other ethnic group**[ ]  Arab[ ]  Any other ethnic group, *please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*[ ]  I prefer not to say |
| **4. Age**What was your age group at your last birthday? [ ]  16-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65-74 [ ]  75-84[ ]  85 or over [ ]  I prefer not to say |
| **5. Sexual Orientation**What is your sexual orientation?[ ]  Bisexual [ ]  Gay or lesbian [ ]  Heterosexual [ ]  Other[ ]  I prefer not to say  |
| **6. Religion or Belief**What is your religion or belief?[ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh[ ]  Other [ ]  No Religion or Atheist [ ]  I prefer not to say  |
| **7. Principal Residence** Which region does your principal residence fall within?[ ]  North East [ ]  North West [ ]  Yorkshire and Humberside [ ]  East Midlands [ ]  West Midlands[ ]  East [ ]  London [ ]  South East [ ]  South West [ ]  Wales [ ]  Scotland [ ]  Northern Ireland[ ]  I prefer not to say |
| **8. Professional Background** Please tick the occupational sector box that best describes your main employment, if any:[ ]  Mostly Civil Service [ ]  Mostly Private Sector [ ]  Mostly Third Sector [ ]  Mostly wider Public Sector [ ]  Mixed [ ]  Other [ ]  I prefer not to say |