



<p>Please return completed form to:</p> <p><a href="mailto:removals@henryandson.co.uk">removals@henryandson.co.uk</a> Or Post To:</p> <p>Henry &amp; Son Ltd, Knights Court, Brindley Road, Hinckley, Leics. LE10 3BY</p>		
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## APPLICATION FOR EMPLOYMENT

### PERSONAL DETAILS

<b>Position applied for:</b>		<b>Location:</b>	
<b>Where did you hear of this vacancy?</b>		<b>Do you know anyone who works for Henry &amp; Son Ltd? If so who?</b>	
<b>Title:</b>		<b>Surname:</b>	
<b>Forename(s):</b>			
<b>Name by which you like to be known:</b>		<b>Previous surname if applicable:</b>	
<b>Address:</b>		<b>Home telephone number:</b>	
		<b>Mobile telephone number:</b>	
		<b>Work telephone number:</b>	May we use this number? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Postcode:</b>		<b>Email address:</b>	
<b>Which contact method / number do you prefer?</b> Email <input type="checkbox"/> Post <input type="checkbox"/> Telephone <input type="checkbox"/> home/mobile/work* delete as appropriate			
<b>Please state your driving licence categories:</b>			
<b>National insurance number:</b>			
<b>Many of the posts within this organisation require a disclosures check to be performed and you may be asked to disclose spent convictions as a result of this. At this stage please detail any convictions spent or otherwise under the Rehabilitation of Offenders Act:</b>			
<b>Do you require a work permit * to work in this country?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please detail any conditions attached to your work permit:			
<b>Will you be working as a dependant on another persons work permit?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <small>* Work Permits and Limited leave to Remain are not transferable between employers and any job offer made will be subject to obtaining a new work permit. Any documents provided by applicants in support of their application may be shown to the Home Office.</small>			
<b>Do you hold a current full UK driving licence?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Do you have any current endorsements?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

If any section does not have enough room for all your details, please submit supplementary sheets.

## EDUCATION AND TRAINING

Name and location of secondary schools, colleges and university	Qualifications and grades obtained	Duration of course

### Vocational and non vocational training

Other courses attended	Qualifications/skills obtained	Duration of course

### Details of membership of professional bodies:

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Please note that you will be required to provide original certificates at interview stage.

## EMPLOYMENT DETAILS

Please provide details of all your employment history (including temporary and voluntary work) putting your current or most recent employment first. For regulatory reasons, please explain any gaps in employment history and include any service within HM Forces.

Dates		Employer's name, address and telephone number	Job title and main responsibilities	Reason for leaving	Salary and benefits
From <small>dd/mm/yy</small>	To <small>dd/mm/yy</small>				

**If successful in this application will you continue with any current employment?** Yes  No  **If "Yes" for how many hours per week?**

**Current notice period :**

If necessary, please continue on a separate sheet (headed with your name)

## ADDITIONAL INFORMATION

This section should be used to state the reasons you are applying for this post and to give any additional information that you believe will demonstrate your suitability for the post.

Please continue on separate sheet if required

## REFERENCES

Please give name, address and position of your referees; these should include your current employer and all previous employers including voluntary work to cover at least the last 5 years. Please print clearly.

Name: Position: Organisation: Address:     Postcode: Tel number: Fax number: Email:		Name: Position: Organisation: Address:     Postcode: Tel number: Fax number: Email:		Name: Position: Organisation: Address:     Postcode: Tel number: Fax number: Email:	
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**Do we have your permission to contact the above referees if you are short listed for an interview?**

Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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I understand that failure to disclose information or the provision of incorrect information may result in an offer of appointment being withdrawn or in disciplinary action being taken leading to dismissal at a later date. I agree to you approaching any of my previous employers to verify my employment history.

I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under the Data Protection Act.

**I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE ABOVE AND THAT THE INFORMATION I HAVE GIVEN IS TRUE AND CORRECT.**

Signature:

Date:

Any appointment to the vacancy for which you are applying will be subject to a Disclosure from the Criminal Records Bureau / Scottish Criminal records Office, which is satisfactory to the Company. A conviction will not necessarily be a bar to obtaining a position.

## EQUAL OPPORTUNITIES

### Policy

The Company is opposed to discrimination on any grounds. In particular, we oppose discrimination on the grounds of race, religion, ethnic origin, sex, sexuality, marital status, disability and age. We aim to appoint based on an individual's competence and potential to carry out the role successfully.

### Monitoring

The Company has adopted the provisions contained in the Code of Practice published by the Equal Opportunities Commission for Racial Equality and the Code of Practice published by the Equal Opportunities Commission that employers should regularly monitor the effects of selection decisions to assess whether equal opportunity is being achieved. For this purpose, you are asked to complete the form below. This information is for statistical purposes only and will be treated as confidential.

### Applicant details

<b>Post applied for</b>	
<b>Location</b>	
<b>Date of birth</b>	
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Marital status</b>	Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Co-habiting <input type="checkbox"/>
<b>Ethnic origin</b>	<input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Black or Black British <input type="checkbox"/> Chinese <input type="checkbox"/> Mixed <input type="checkbox"/> White <input type="checkbox"/> Other

Ethnic Origin refers to a 'racial group' defined by the Race Relations Act 1976 as a group of person described by reference to colour, race, nationality or ethnic or national origin.

<b>Disabilities</b>	
<b>Do you consider you have a disability?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Date form completed:</b>	
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Please be reassured that this page will be detached for anonymity.