

Application for Employment

Confidential

Please email to jobs@blackout-ltd.com or

post to HR Department, 280 Western Road, London, SW19 2QA



Please complete in **BLOCK CAPITALS**. Should you require assistance in completing this form contact HR on 020 8687 8400.

1. Job Details

Post applied for:	Date of application:		
Where did you learn of the post? (please tick box and give greater detail in the box at the end of this section)	<input type="checkbox"/> Blackout Website	<input type="checkbox"/> Job Centre	<input type="checkbox"/> Through a friend (give name)
	<input type="checkbox"/> Publication (please state)	<input type="checkbox"/> Web site (please state)	<input type="checkbox"/> Other (please state) _____
Date available to commence employment / notice period:			

2. Personal Details

Surname	Present nationality
First name(s)	<input type="text"/>
Permanent Address	If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.
Postcode	Do you need a work permit to be employed in the UK?
Previous name	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Tel	If you already have a work permit, when does this expire?
Mobile Tel	<input type="text"/>
Email Address	(Please note your current work permit may not be valid for this role.)
Please detail any criminal convictions (In accordance with the Rehabilitation of Offenders Act 1974*)	Do you smoke?
Do you hold a current driving licence? If you answer Yes please detail any endorsements.	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Education

Please tell us about your education (secondary / further education) and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

School/college/ university name	Date gained	Subject(s) studied	Title of Award	Results

4. Employment History

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 6: Experience /skills.

1. Current/most recent employer/organisation		
Job Title:	From:	To:
Company:	Salary:	
Address:	Reason for leaving/ changing:	
Brief description of duties:		
2. Employer/organisation		
Job Title:	From:	To:
Company:	Salary:	
Address:	Reason for leaving/ changing:	
Brief description of duties:		
3. Employer/organisation		
Job Title:	From:	To:
Company:	Salary:	
Address:	Reason for leaving/ changing:	
Brief description of duties:		
4. Employer/organisation		
Job Title:	From:	To:
Company:	Salary:	
Address:	Reason for leaving/ changing:	
Brief description of duties:		

5. Training

Please list any training you have received or courses which did not lead to a qualification which you feel are relevant to the advertised post.

Training Course	Date

6. Experience / Skills

This section is for you to give specific information in support of your application. After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post.

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7. References

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:	Position:
Email:	
Organisation:	
Address:	
Tel:	
2. Name:	Position:
Email:	
Organisation:	
Address:	
Tel:	

8. Declaration and Signature

RECRUITMENT POLICY: It is the company's policy to employ the best qualified person and provide equal opportunity for the advancement of employees. This means that everyone who works for us is treated equally. We do not discriminate against any person because of race, colour, ethnic origin, nationality, sex, marital status or disability.

Data Protection Act 1998: The information given in this form will remain private and confidential and will be used for the purpose of recruitment and selection. Blackout has a need to hold personal data in relation to successful applicants for personnel administration purposes. Processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. In signing this form you are giving your consent for this information to be processed. Information relating to unsuccessful applicants will be destroyed as soon as possible, and no later than six months from the date of each appointment unless otherwise advised.

DECLARATION: To the best of knowledge and belief the foregoing statements are true and correct. I understand that giving false information or omitting any circumstances that would, if disclosed, affect my application may be sufficient cause for dismissal. I also accept that my appointment will be subject to references and give my consent for previous employers to be approached.

_____ Signed	_____ Date
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*Under the Rehabilitation of Offenders Act 1974 all applicants/employees are required to declare any conviction(s) or charge(s) still outstanding against them in respect of a criminal offence and this information is treated as confidential. The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or forgotten after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. This means that if a certain period of time has passed since the date on which you were convicted the conviction becomes 'spent' and you are not normally obliged to declare the conviction when applying for a job.

Equality and Diversity Questionnaire

As part of our Equal Opportunities policy, Blackout Ltd is monitoring job applications to have a clear understanding of the diversity of our applicants. The information that you provide will be used to collate statistics to this end and will not form any part of the selection process in accordance with the Equality Act 2010.

1. Ethnic Identity and Origin

Please cross one box in each column. Column A is the nationality you most identify with and Column B is your ethnic origin.

Column A

- British or Mixed British
- English
- Irish
- Scottish
- Welsh
- Or any other? (specify if you wish)

Column B

- ASIAN**
- Bangladeshi
- Indian
- Pakistani
- Any other Asian background (specify if you wish)
- BLACK**
- African
- Caribbean
- Any other Black background (specify if you wish)
- CHINESE**
- Any Chinese background (specify if you wish)
- MIXED ETHNIC BACKGROUND**
- Asian and White
- Black African and White
- Black Caribbean and White
- Any other Mixed ethnic background (specify if you wish)
- WHITE**
- Any White background (specify if you wish)
- ANY OTHER ETHNIC BACKGROUND**
- Any other ethnic background (specify if you wish)

2. Disability

A disabled person is defined in the Disability Discrimination Act as someone who has a "a physical or mental impairment which has a substantial and adverse effect on a person's ability to carry out day to day activities". Would you describe yourself as having a disability under the Disability Discrimination Act?

Yes No

If yes, what is the nature of your disability? (optional)

If selected for interview do you require any assistance/adaptations to help you attend?

Yes No

If yes, please specify

3. Gender

Male Female

4. Age

16 – 21 22 – 30 31 – 40 41 – 50 51 – 60 60 - 65 65 +

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. To comply with this legislation, all potential employees are required to provide original documents as detailed in Lists 1 or 2 under Section 8 as proof of legal entitlement to work in the United Kingdom before commencing employment. (For example you will need to show your passport, or birth certificate and proof of National Insurance number)