

EMPLOYMENT APPLICATION FORM

ARCO LTD

APPLICATION MONITORING

To help us in the operation of our Equal Opportunities Policy, we collect data on all submitted Application Forms. Analysis of this data is used to determine if any social groups are currently under represented within our process. Collated information is then used to better structure future advertising campaigns. The collated information is inputted and held anonymously and individuals cannot be identified from the information held.

ADVERTISED VACANCIES

If you are applying for an advertised vacancy, please ensure that you write the name and reference number of the job on the top of the first page of the form.

SPECULATIVE ENQUIRIES

If you are unaware of a specific vacancy and wish to be considered for appropriate positions within the Company, please write "SPECULATIVE ENQUIRY" at the above mentioned point requesting "POSITION APPLIED FOR".

Please ensure that ALL questions are answered in full.

INTERNAL CANDIDATES

Arco employees should NOT complete this form. They should complete the Arco Internal Application form, downloadable from the intranet.

DATA PROTECTION

Please note that by registering your application with us you are agreeing that we may store and distribute your details within the Arco group for the purpose of recruitment only.

You may request that your details are deleted or amended by emailing to the address stated below and as soon as is reasonably practicable we will delete or amend your details as necessary. The information provided by you in this application form will be disclosed to and used by Arco HR Department and the department where the job in question is located.

CONTACT DETAILS

Completed application forms can be emailed to personnel@arco.co.uk posted to Human Resources Department, Arco Ltd, P.O. Box 21, Waverley Street, Hull, HU1 2SJ as indicated in the advert.

PLEASE NOTE: ARCO IS A NON-SMOKING FACILITY

SECTION 1 – PERSONAL INFORMATION

Position Applied For: _____ Ref No _____

Please tick the appropriate box: Male Female

Surname: _____ First Name: _____ Middle Names: _____

Address: _____

_____ Postcode _____

Telephone No (Home) _____ (Work) _____ (Mobile) _____

Email Address: _____ Nationality: _____

Ethnic Origin: Please tick the appropriate box

White	European British	Irish	
Black or Black British	Black Caribbean Any other black background, please specify	Black African	
Asian or Asian British	Indian Any other Asian background, please specify	Pakistani	Bangladeshi
Mixed	White & Black Caribbean White & Black African	Any other mixed background, please specify	White & Asian
Chinese or other group	Chinese Any other background, please specify		

Where did you hear about this vacancy? _____

SECTION 2 – CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions? You are not required to provide information regarding spent convictions under the Rehabilitation of Offenders Act 1974. However, if you fail to disclose a criminal conviction which is not spent, and which would have had a material influence on whether or not we would have offered you the position, we reserve the right to withdraw any offer of employment or terminate your contract of employment.

Please tick: Yes No If yes, please provide details:

SECTION 3 – PREVIOUS APPLICATION TO WORK FOR THIS COMPANY

Have you applied to this Company for a job before: (please tick) Yes No If yes, please provide details in terms of:

Job Title: _____ Location: _____

Date (Month/Year) _____

Were you interviewed for the vacancy? (please tick) Yes No

SECTION 4 – EDUCATION & TRAINING

School, College, University etc	Subjects:	Qualifications	Grades:

SECTION 5 – FOREIGN LANGUAGE CAPABILITY

Please specify below if you have any language ability other than English:

Language: _____ Basic Fluent Intermediate

Language: _____ Basic Fluent Intermediate

Language: _____ Basic Fluent Intermediate

SECTION 6 – MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Please state level and dates of joining:

SECTION 7 – ADDITIONAL TRAINING UNDERTAKEN

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SECTION 8 – CURRENT / MOST RECENT EMPLOYMENT

Employer's Name and Address	Job Title	Reason for Leaving

Please summarise the main duties and responsibilities of your current, or most recent job, and note any key achievements that you have made within it.

SECTION 9 – CURRENT, MOST RECENT REMUNERATION

Please identify the make-up of your current, or most recent salary package. Please note that this section must be completed in full, noting the total applicable package, e.g. salary, bonus, pension support provided by your current employer (as a % of salary), car (noting type and to what level it is expensed/leased) overtime payments and shift payments, etc.

Required Salary/Package:

SECTION 10 – PERIOD OF NOTICE REQUIRED

Please tick:

One week Two weeks One month One calendar month Three months

Other (Please specify) _____

Please also tick below if you have any holidays booked between now and 31 December of this year:

Yes No If yes, please specify the dates: From _____ to _____ (inclusive)

SECTION 11 – PREVIOUS EMPLOYMENT

Employer's Name & Address	Job Title	Final Salary	Reason for Leaving

Please explain why your qualifications, experience and personal qualities make you a suitable candidate for the position you are applying. Or, if this is a speculative application, please note what qualities and attributes you can offer as an employee.

SECTION 12 – DRIVING LICENCE

Driving Licence (please tick): Yes No Class: Full Provisional

Other driving licences (please specify, e.g. HGV): _____

Do you have any endorsements or disqualifications (current or pending prosecution) Please tick: Yes No

If yes, please give details: _____

SECTION 13 – INTERESTS AND HOBBIES

Please indicate below what you do outside working hours. Please indicate positions of responsibility, achievements and any public duties undertaken. Please especially note where you believe your hobbies have equipped you with additional skills that will enable you to succeed within the job applied for:

SECTION 14 - REFERENCES

Please provide the names of two independent referees. At least one of these should be your present or most recent employer. Neither referee will be contacted without your permission. Please note that all job offers are subject to our seeking and gaining satisfactory references in order to validate the contents of your application and comments passed at interview.

Name	Name
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
Position:	Position:

SECTION 15 – EQUAL OPPORTUNITIES

Our company is an Equal Opportunities employer. Accordingly, we will not tolerate discrimination in any form. Appointments and promotions are made on the grounds of ability only. Therefore, if you have a concern in completing this form for reasons such as disability, or you require assistance or clarification in any other area, please feel free to contact a member of the Arco HR Services team at the address shown on the first page of this form.

SECTION 16 – MEDICAL INFORMATION

Do you have any health condition, or disability, that we need to take account of during the selection process?

Please advise of access requirements, selection test adjustments, or potential job adjustments that you can foresee:

The above information will be used to make appropriate arrangements during the selection process.

SECTION 17 – CONSENT FOR PROCESSING SENSITIVE PERSONAL DATA

The information requested at Sections 1, 2, 15 and 16 amounts to sensitive data. We will only use the information provided by you for the purposes stated in that section of the form. I explicitly consent to Arco HR Services processing the above sensitive data about me.

Signature _____ Date _____

SECTION 18 – STATEMENT OF TRUTH

As part of the recruitment process we may need to carry out verification checks on whether the details supplied by you at Sections 4, 7, 8, 9, 11, 12 and 14 are accurate and complete.

I confirm that the information given on this application form is, to be the best of my knowledge, true and complete.

Any false statement may be sufficient cause for rejection or, if employed dismissal.

Signed: _____ Date _____