



Application Form

Strictly Private and Confidential

Candidates Name	
Today's Date	

Right to Work

Tick to confirm you have the right to work in the UK?

GUIDANCE NOTES

Data Protection Act 1998 (this applies to the entire application form)

We will use the personal information you have supplied in the application form and any supporting documents to assess how suitable you are for the job you have applied for and to monitor how effective, efficient and fair our recruitment and selection process is.

We may also use this information in internal proceedings to consider a complaint about the recruitment and selection process or to defend ourselves against a legal challenge on the fairness of the recruitment and selection process. For these reasons, we will keep the information you provide for three months if you are not shortlisted for a job after which your application will be destroyed.

Section Convictions of the application form – Rehabilitation of Offenders Act 1974

Telling us about a criminal record may not necessarily prevent you from being offered a job.

We may consider: the type of offence, the time since it happened, your age at the time and any other relevant factors. When we make a decision on whether to offer you a job. Some convictions are never considered 'spent' under the terms of the Act.

Section Previous Employment & Reference Details - of the application form

Please provide names and addresses of any previous employers and/or personal referees so that we can contact them to obtain a reference for you. If you have not worked before, please give details of teachers, lecturers or others who know you well enough to comment on your ability to do the job. Please **DO NOT** use friends or relatives as referees. The Company may also contact any other previous employer for references if deemed necessary. Any offer of employment is subject to the Company receiving satisfactory references. The Company will terminate or withdraw an offer of employment if satisfactory references are not received.

Section Disability

Some of the positions within the Company require manual handling. By answering this section, you will not prejudice your application in any way but will provide the Company with a clearer insight to any medical conditions you may have or have suffered. It will also assist the Company to make any reasonable adjustments if necessary to make your interview and/or employment more comfortable and enjoyable.

REFERENCING

IMPORTANT INFORMATION PLEASE READ AND SIGN THE DECLARATION BELOW.

Any offer of employment is subject to the Company receiving satisfactory references and evidence of your right to work in the UK. The Company will terminate or withdraw an offer of employment if satisfactory references and eligibility documentation are not received.

The Company requires up to at least five years of employment history and/or educational history.

By signing the declaration below you will be authorising any previous employers or establishments to release such employment/educational details.

I hereby authorise Ryman Limited to request reference details if I am offered suitable conditional employment and for my previous employers and/or establishments to release such information as requested.

Signed _____

Dated _____

Print Name _____

- PLEASE COMPLETE IN BLOCK CAPITALS -

POSITION APPLIED FOR

Position Applied for:	Reference No. if applicable:	Date when available to start:							
What hours can you work per week (please complete the boxes below to indicate what days and hours per day you can work)	<table border="1"><tr><td>Sun</td><td>Mo n</td><td>Tue s</td><td>We d</td><td>Thu r</td><td>Fri</td><td>Sat</td></tr></table>	Sun	Mo n	Tue s	We d	Thu r	Fri	Sat	What is the maximum number of hours per week you can work?
Sun	Mo n	Tue s	We d	Thu r	Fri	Sat			
Start time							Hours		
Finish time									

PERSONAL DETAILS

Prefix:	Surname:	First Name(s):	Any previous names i.e. Maiden name:
Address (including postcode)			
Daytime number:	Home number:	Mobile:	Email address:
Do you have the right to work in the UK? please tick one box Yes <input type="checkbox"/> No <input type="checkbox"/>	If NO, do you need a work permit to work in the UK please tick one box Yes <input type="checkbox"/> No <input type="checkbox"/>		National Insurance Number:
Do you have any planned holiday arrangements? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please specify dates _____			

CURRENT OR MOST RECENT EMPLOYMENT

Full name(s) and address of your current or last employer		Telephone Number:
Postcode:		Email address:
Date started:	Date left:	Reason for leaving:
Job title:	Salary:	Notice period:

PREVIOUS EMPLOYMENT & REFERENCE DETAILS

Please enter details of all your work experience, including periods of non-employment, unpaid work, voluntary work and study. You must explain all gaps, and Managers will check any issues if you are invited for interview. We have the right to ask any of your previous employers for a reference. **Please read the guidance notes at the beginning of application form on how to complete this section. If you have worked for more employers than the application form allows, please complete on a separate sheet.**

1.Full name and address of your previous employer:		2.Full name and address of your previous employer:	
Name of Company:		Name of Company:	
Postcode:		Postcode:	
Position held:		Position held:	
Description of duties:		Description of duties:	
Dates of Employment		Dates of Employment	
From: To:		From: To:	
Reason for leaving:		Reason for leaving:	

3.Full name and address of your previous employer:	4.Full name and address of your previous employer:
Name of Company:	Name of Company:
Postcode:	Postcode:
Position held:	Position held:
Description of duties:	Description of duties:
Dates of Employment	Dates of Employment
From: _____ To: _____	From: _____ To: _____
Reason for leaving:	Reason for leaving:

EDUCATION / QUALIFICATIONS / COURSES

Please give details of your educational history – putting the most recent first. List all schools, colleges, universities etc. you have attended. If we invite you to an interview, we will ask you to provide original proof of any relevant qualifications if necessary.

Name and address of establishment	Qualifications	Date(s)
Establishment Address		Date course started: Date course finished or expected to finish:
Establishment Address		Date course started: Date course finished or expected to finish:
Establishment Address		Date course started: Date course finished or expected to finish:

PREVIOUS APPLICATIONS

Have you previously been employed by Ryman?

YES NO

If YES, please state previous location i.e. branch and dates of employment).

MOBILITY

From time to time we may require you to either transfer on a temporary or permanent basis to another location. Would you be willing to work anywhere in the UK?

YES

If NO, please give areas you are willing to travel i.e. London, Scotland etc.

CONVICTIONS

Please read the guidance notes at the beginning of the application form on how to complete this section.

Do you have any criminal convictions? Please tick one box
YES NO

Please list any criminal convictions you have which are not excluded from the Rehabilitation of Offenders Act 1974 (give date, conviction, sentence and so on).

DISABILITY

Do you consider yourself to have a disability?

(The Equality Act 2010 defines a disabled person as someone with "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities")

Yes No

If you have a disability, what equipment, adaptations or adjustments to working conditions would help you to carry out your job?

Position applied for:		Please state where you saw the job advertised?
Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
<p>To work for Ryman Limited you must be at least 16 years of age, please sign here to confirm you are.</p> <p>Sign _____</p>		

DECLARATION

<p>Are you related to or know anyone who works for Ryman?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> please tick one box</p>	If YES, please give details of the name of the person, their job or position and branch if known.
<p>Do you have any business or financial interest which might conflict with the duties of the job which does include working for a competitor</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> please tick one box</p>	If YES, please give details.

Please sign below to show that you have read the guidance notes at the front of the application form when completing your application, and that you agree to us using the personal information you have given with this job application to assess your suitability.

You also understand that any offer of employment is subject to the Company obtaining satisfactory references and evidence that you have eligibility to work in the UK. By signing the declaration on this page and the referencing sheet you will also be authorising previous employers to serve as a reference and to release information to Ryman Limited for the purpose of obtaining employment.

If you do not give your permission, we will not be able to consider your application for employment.

As far as I know and believe, all parts of this form and any other supporting documentation that I have provided have been completed fully and accurately. If I am appointed to the post, I understand that if the information I have supplied is not accurate, misleading or is false, you could withdraw an offer of employment or dismiss me.

Signature: _____ Date: _____