



MORTHYNG GROUP LIMITED ★ HEAD OFFICE ★ NORTH GROVE HOUSE ★ SOUTH GROVE ★ ROTHERHAM ★ S60 2AF
TELEPHONE 01709 372900 ★ FAX 01709 367500 ★ E-Mail: general@morthyng.co.uk

APPLICATION FOR EMPLOYMENT

Title: _____

First Name: _____

Surname: _____

Address: _____

Post Code: _____

Telephone (Home): _____ (Mobile): _____
(Work): _____

Can we contact you at work? YES NO

E-mail Address: _____

Official Use

Application Form Number: _____

Date Received: _____

Short-listing Score: _____

Interview Score: _____

Date Sought Reference: _____

Date Interviewed: _____

Date Offer Made: _____

GUIDANCE NOTES FOR APPLICANTS

1. COMPLETING THE APPLICATION FORM

- ◆ You **must** complete all parts and sections, of the application form. No questions should be left unanswered. You may enclose a CV, but only as supplementary information, not instead of a completed application form; this will not be used in the short-listing process
- ◆ If you mark a section “Refer to CV” (if one is enclosed), the application form will not be scored at the short-listing stage
- ◆ Read all the information provided – this will help you decide whether or not the post is suitable for you
- ◆ This application form must be **hand written** in black ink, typed application forms will not be accepted
- ◆ Show clearly, how your experience, knowledge, skills, and abilities are relevant to the requirements of this post as detailed in the information provided
- ◆ Give full details of your duties in your present or most recent job. Do not miss out experience gained in previous jobs, but select the most relevant points, including details of any skills or experience gained from voluntary/community work
- ◆ You **must** state the reason for leaving any previous employment
- ◆ Continue any section of the form, if necessary on an additional sheet
- ◆ Check the closing date and allow time for your application form to reach us
- ◆ Keep a copy of your completed application form

2. EQUAL OPPORTUNITIES

- ◆ We welcome applications from all sections of the community and your application will be judged on your ability to do the job
- ◆ Morthyng Limited will make reasonable adjustments, where requested by an applicant with a disability and provide all relevant information in an alternative medium. (eg: large print, tape etc.)

If you are invited for an interview and require any arrangements or assistance eg access to the building, please contact us prior to the interview to ensure that your needs are accommodated

If you have any enquiry or complaint about the recruitment process, please contact: -

Deputy Chief Executive
Morthyng Group Limited
North Grove House
South Grove
Rotherham, S60 2AF

EQUAL OPPORTUNITIES MONITORING FORM

CLOSING DATE:

POST REFERENCE NO:

APPLICATION NO:

Equal Opportunities Policy

Morthyng operates a policy of Equal Opportunities in all aspects of recruitment, employment, development and promotion. All candidates will receive fair and equal consideration.

Equal Opportunities Monitoring

Morthyng needs to assess how all its recruitment procedures operate in practice and it would be helpful if you would answer the questions below and return this sheet with your application. The completion of this questionnaire is voluntary and no detriment will result if you choose not to supply details.

Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Marital Status					
Single	<input type="checkbox"/>				
Married	<input type="checkbox"/>				
Divorced	<input type="checkbox"/>				
Widowed	<input type="checkbox"/>				
Declined to answer	<input type="checkbox"/>				
Disabled					
Do you consider yourself to have a disability?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
ETHNIC GROUP					
White		Mixed		Asian or Asian British	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
<i>Please specify</i> _____		Any other mixed background		Any other Asian background	
		<i>please specify</i> _____		<i>please specify</i> _____	
Black of Black British		Chinese, Yemeni or other Ethnic Group			
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
African	<input type="checkbox"/>	Yemeni	<input type="checkbox"/>		
Any other Black background	<input type="checkbox"/>	Any other			
<i>please specify</i> _____		<i>please specify</i> _____			
How did you become aware of this vacancy?					
National Press	<input type="checkbox"/>	_____	Job Centre	<input type="checkbox"/>	
Local Press	<input type="checkbox"/>	_____	Word of Mouth	<input type="checkbox"/>	
Other	<input type="checkbox"/>	_____	Internet	<input type="checkbox"/>	

4 **Employment History** *(Most recent first, including periods of unemployment)*

Dates Day / Month / Year		Employer's Name and Address	Position held, brief description of duties
From	To		<u>STATE THE REASON FOR LEAVING</u>

5 **Other Relevant Work**

*Note: This may include work experience, voluntary or unpaid work
(School leavers may use this section to provide details of their hobbies, interests etc.)*

Attach additional sheets if necessary

6 Other Relevant Work *(Original Certificates will be examined at the interview stage)*

(6.1) School

From	To	Name of School	Examination results (subject, level, grade)

(6.2) Further/Higher Education *(Full and Part-Time)*

From	To	College/University	Course	Qualifications (including grades)

(6.3) Membership of Professional Bodies *(Please indicate whether by examination)*

Date	Name of Organisation	Grade of Membership

(6.4) Relevant Courses Attended *(Other than those identified above)*

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7 Experience

Please include in this section: -

- ◆ *The reason you are applying for this post:*
- ◆ *Details of all relevant experience gained:*
- ◆ *Any information not already mentioned which you consider relevant:*

Attach additional sheets if necessary

8 Additional Information *(Delete YES / NO as appropriate)*

Do you need a permit to work in the United Kingdom? YES / NO

National Insurance Number:

Have you previously worked for us? YES / NO

If YES, please provide dates and details of the position(s) held: _____

If offered this position would you continue to work in any other capacity? YES / NO

If YES, please give details: _____

Do you hold a current driving licence? YES / NO Do you have any points on your licence? YES / NO

Do you have access to a car that can be used for work purposes? YES / NO

Do you have any condition or disability that may affect your ability to do the job, and/or require us to make reasonable adjustments?

YES / NO

If YES, please give details, including any adjustments required both in respect of the job and the interview.

Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? *(See note below)*

YES / NO

If YES, please specify, date of caution; bound over or conviction; Court; nature of offence and sentence imposed or nature of conviction pending.

NOTE:

1. You are advised that under the provision of the Rehabilitation of Offenders Act 1974, (Exceptions) Amendment Order 1986 a person should declare ALL convictions where working with children/vulnerable adults.
2. Disclosure of a conviction does not automatically debar applicants from consideration. The offence will only be taken into account if it is considered to be one that would make the applicant unsuitable for the type of work for which they have applied.
3. The information provided will be treated as strictly confidential and will be considered only in relation to this job application.

9 References

Please supply details of two persons (other than relatives) from whom references can be obtained. If you have had, previous employment one of your referees **must** be your current or most recent employer. Morthyng Group Ltd reserves the right to approach any previous employer.

1. Name and Address: _____ _____ _____ _____ _____ Occupation: _____ Telephone No: _____ Employer / Personal Referee <i>(Delete as appropriate)</i>	2. Name and Address: _____ _____ _____ _____ _____ Occupation: _____ Telephone No: _____ Employer / Personal Referee <i>(Delete as appropriate)</i>
Can we contact your references prior to the interview? YES / NO	

10 Declaration

I certify that the information given in this application is true, correct to the best of my knowledge and belief, and understand that the giving of false or misleading statements or withholding information will result in disciplinary action, including dismissal.

Signature: _____ Date: _____

(Note canvassing, directly or indirectly will disqualify your application)

Short-listed candidates will normally be contacted within 15 working days of the closing date. If therefore, you do not hear from us within this time, please assume that on this occasion your application has been unsuccessful. In this respect, I would like to thank you for applying for this position.