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Job Application Form

1. Post Details

Post applied for:	Post Ref:
Department:	Location:

2. Personal Details

Family Name:	Other Names:
Previous Names:	
Title:	National Insurance Number:
Address:	Contact Telephone Number:
	<i>Please only answer the question below if they are a requirement on the Person Specification for this post</i>
	Do you have a current full UK driving licence?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	Do you have use of a vehicle?
Email:	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Present Employment

(If you are currently not in employment please leave blank)

Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number?
Address:	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Basic Pay:
	Other Pay:
	Date Started:
Postcode:	Period of Notice:

Outline of key duties and responsibilities:

4a. Experience (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.

Organisation	Role	Salary (If Applicable)	Period From MM/YYYY	To MM/YYYY	Reason for Leaving

4b. Please specify all time not accounted for above with dates and reasons

5. Summary of Experience, Skills, Knowledge and Competencies

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job, always referring to the Person Specification.

Please use additional paper if necessary.

5a. Summary of Experience, Skills, Knowledge and Competencies

(Continued)

6. Relationships

Are you related to any employee of Digital Office Systems Ltd?

Yes No

If yes, please give details

7. Criminal Convictions and Cautions

To be read in conjunction with the criminal convictions section on the application form guidance notes.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? Yes No

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a 'Regulated Activity' under the Safeguarding Vulnerable Groups Act 2006.

11. Disability/Health Conditions

Digital Office Systems Ltd encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that Digital Office Systems Ltd is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Disability Discrimination Act 1995 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities'

I consider myself **Disabled** **Non Disabled**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- Interview information on audio tape
- Interview information in large print format
- Sign language interpretation or other assistance with communication at interview
- Induction loop in interview room
- Wheelchair-accessible location for interview and tests if applicable
- Car parking space for interview
- Facility for personal carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day

12. Attendance

Please detail your sickness absence (school/college/work) in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy-related.

We will request details of your sickness absence from your employment referee.

13. Data Protection Act, 1998

The information you supply will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Digital Office Systems Ltd for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

14. References

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone No:	Telephone No:
Title/Position:	Title/Position:
Relationship to applicant:	Relationship to applicant:
*Please tick this box if this referee is not to be contacted prior to interview without your permission <input type="checkbox"/>	*Please tick this box if this referee is not to be contacted prior to interview without your permission <input type="checkbox"/>

Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer.

*For all candidates shortlisted for posts involving safeguarding, it will be necessary to approach both referees at the shortlisting stage. Please note that references will be taken up irrespective of whether you indicate you do not wish your referees to be contacted on the application form. This is in line with our recruitment policy.

15. Interview Arrangements

Please indicate below any dates when you would not be available to attend for interview:

16. Driving Licence

Do you hold a current UK Driving Licence? Yes No

Type of licence held: _____ Number of points (if any): _____

If you have any points, please list the date(s) for when they will expire:

17. Declaration

- I am signing this to say all the information I have put in this form is true and accurate, and that I have read all of the relevant sections of the application form guidance notes.
- I understand that if I don't tell you about any relationships with any employees of Digital Office Systems Ltd, or I neglect to tell you about any criminal convictions/cautions/reprimands/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature: _____ Date: _____

