

It is Greater Manchester Moving’s policy to ensure that all appointments are made on merit. This part of the form (pages 1 – 3) will be kept separate from any members of the shortlisting or interviewing panel. The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate.

|  |
| --- |
| **Vacancy details** |
| Job Title: |

|  |
| --- |
| **Advertising origin** |
| Where did you see this vacancy advertised? *Click or tap here to choose*  Other: *If other please enter here* |

|  |
| --- |
| **Personal Details** |
| Title: Choose an item. First name(s): Click or tap here to enter text. |
| Surname: Click or tap here to enter text.  |
| Date of Birth: Click or tap here to enter text. |
| Address: Click or tap here to enter text. Postcode: Click or tap here to enter text. |
| Contact number: Click or tap here to enter text. |
| Email: Click or tap here to enter text. |
| National Insurance Number:  |

|  |
| --- |
| **Caring Responsibilities** |

|  |
| --- |
| Is there anyone who relies upon you for care and attention and that you assist with their daily routine? Yes [ ]  No [ ] If yes, please indicate who you provide such care for? Adults (18 over) [ ]  Children [ ]  |

|  |
| --- |
| **Dismissed** |
| Have you ever been dismissed from any employment for any reasons other than redundancy?Yes [ ]  No [ ] If yes please give details, including dates, reasons and employer:Click or tap here to enter text. |

|  |
| --- |
| **Disability** |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the requirements of the job as contained in the ‘our ideal candidate’ section.The Equality Act 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 (i.e. has lasted, or is expected to last, over 12 months).Do you consider yourself to have a disability?Yes [ ]  No [ ]  Prefer not to say [ ] Please specify any arrangements we can make to assist you if you are invited for interview/assessment. Click or tap here to enter text. |



**Confidential Application for Employment**

Please clearly write or type in black ink, completing all sections of the application

**Please note:** Greater Manchester Moving has reviewed its application forms and procedures in light of the Employment Equality (Age) Regulations 2006 and has judged that it is necessary to ask for date information in relation to the ‘education and training’ and ‘employment history’ sections of this form. We are committed to equal opportunities in all areas of recruitment and employment and will not discriminate unlawfully regarding any information provided.

|  |
| --- |
| **Employment**This gives us an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed. |
| **Present or most recent employer:** Click or tap here to enter text.  |
| Type of organisation:Click or tap here to enter text.  |
| Position held:Click or tap here to enter text. |
| Date Started: dd/mm/yy. Date finished: dd/mm/yy |
| Brief description of duties and responsibilities:Click or tap here to enter text. |
| Reason for leaving: Click or tap here to enter text. |
| Notice required (if currently employed): Click or tap here to enter text. |

|  |  |
| --- | --- |
|  **Employment history** (please start with most recent) |  |
| Dates/Duration | Establishment / Organisation | Job Title | Duties & responsibilities | Reason for leaving post |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Learning & Development****Please tell us about any learning and development (including relevant short courses, and membership of professional bodies) you have undertaken and any qualifications you have gained. GM Moving values technical, practical, and vocational development equally to academic forms of learning. Therefore, we do not ask for academic or professional qualifications unless we believe that they are essential to the specific role.**(please start with the most recent) |
| Dates/Duration | Where obtained  | Details/Qualifications gained | Grade/Level  |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Supporting statement**With close reference to the Job Profile, please give an account of any experience/knowledge, skills and training you have which meet the requirements of this post. Please include any other information you feel is relevant in support of your application, e.g. what you can offer to the post/the organisation. This statement should be between 1000 – 2000 words. Please use additional sheets if required. |
|  |
| **References:** |
| Please give details of two referees, one of whom should be your current or most recent employer:**Present/most recent employer:** Name and job title: Click or tap here to enter text.Postal address: Click or tap here to enter text. Postcode: Click or tap here to enter text.Contact number: Click or tap here to enter text. Email: Click or tap here to enter text.**Previous employer:**Name and job title: Click or tap here to enter text.Postal address: Click or tap here to enter text. Postcode: Click or tap here to enter text.Contact number: Click or tap here to enter text. Email: Click or tap here to enter text. |

|  |
| --- |
| **Declarations** |
| Are you subject to immigration controls? Yes [ ]  No [ ]  If yes, please give details on a separate sheetAre you free to remain and take up employment in the UK? Yes [ ]  No [ ] * I authorise Greater Manchester Moving to obtain references to support this application and accept and release Greater Manchester Moving and referees from any liability caused by giving and receiving information.
* I give express permission for the personal data on this form to be held and processed by Greater Manchester Moving.
* I confirm that the information given on this form is correct, and any misleading or falsified information may be proper cause for rejection, or if employed, cause for dismissal.

Signed: Click or tap here to enter text. Date: Click or tap here to enter text.To apply return this form to: recruitment@gmmoving.co.uk  |