



## Application for employment

PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS

Position applying for: \_\_\_\_\_

### Personal Details

Title		Forename	
Surname		Previous Names (if applicable)	
Address			
Home Tel No		Mobile No	
Email Address			
Do you currently have the legal right to work in the UK?		YES / NO	
National Insurance Number?			
Do you hold a full & current UK driving licence?		YES / NO	
Please provide details of any endorsements you have: (include code, date, number of points)			
Do you have use of a private car?		YES/ NO	

### Additional Information

Have you previously work for, or applied to work for Richard Lowth & Company Ltd?	YES / NO
If yes, please provide details	

Do you have any unspent convictions or any County/High Court Judgements against you? YES / NO
If yes, please provide details
What is your current salary and remuneration package?
How soon would you be able to commence employment?
How did you hear about this vacancy?
Do you have any holidays booked? If so, please provide dates:

**Declaration**

I declare that the information contained in this form is to the best of my knowledge, true and complete and acknowledge that if it is false or misleading, this may make any offer of employment invalid or lead to termination of employment?

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Data Protection Act 1988**

The information you supply on this application form and supporting documents will be stored and processed by Richard Lowth & Company Ltd for operational, managerial, regulatory and associated purposes related to your employment and processing of your application. All information will be subject to strict security rules and confidentiality.

I give my consent for Richard Lowth & Co Ltd to store and process the information I have provided for the purpose as stipulated and to make any further enquiries considered necessary in pursuing my application for employment.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

## Equal Opportunities Form

### PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS

Richard Lowth & Company is committed to ensuring that all applicants and staff receive equal consideration on the grounds of their suitability and qualification in relation to recruitment, career development, promotion etc, irrespective of their marital status.

To help us ensure that this policy is working effectively and that we maintain those records we are legally required to keep, you are asked to supply the following information. This form will be filed separately from your personal file and will be used for monitoring purposes only.

The information you supply on this monitoring form will be stored and processed by Richard Lowth & Company. Richard Lowth & Company requires the data for monitoring purposes as detailed in the above statement. All information will be subject to strict security rules and confidentiality.

By signing this form, you give consent for Richard Lowth & Company to store and monitor the information provided for the above purposes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Name \_\_\_\_\_

Date \_\_\_\_\_

Please indicate your sex:

Female

Male

Would rather not say

Do you consider yourself to have a disability? YES / NO

A disabled person under the Disability Discrimination Act 1995 is anyone 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"

If yes, what is the nature of your disability \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your ethnic origin? (please tick the box that applies to you)

Asian

Black Other

Asian Bangledesh

Oriental

Asian Indian

White British

Asian Pakistani

White Other

Black African

Other (please specify)

Black Carribbean

\_\_\_\_\_

What is your nationality (as shown on passport)? \_\_\_\_\_

What is your date of birth? \_\_\_\_\_

What is your marital status? \_\_\_\_\_

No. of Children? \_\_\_\_\_