



Application for Employment

PRIVATE AND CONFIDENTIAL

Please complete in BLOCK CAPITALS

Position applied for?

Preferred branch to work from?

How did you hear of this vacancy?

Salary range expected?

Notice Period From Current Employer?

Have you worked for us before?

Yes No

If YES please give us details of the department which you worked in, your position, the name of your line manager and the reason/s for leaving:

Full name: Mr/Ms/Mrs/Miss

Address

Post Code

Home Telephone (including STD code)

Mobile

E-mail Address

NI Number

If you are not an EU National, do you have permission to work in the UK?

Yes No

If YES, please enclose a copy of your passport, birth certificate & work permit (do not send originals).

Group Head Office: 70 Boston Road, Beaumont Leys, Leicester LE4 1AW

Tel: 0116 236 6523

Web: www.markgroup.co.uk

Education and Qualifications

Qualifications: Please give details of examinations taken and results

Place of Study	Subject and Qualification Level	Grade Achieved	Dates From/To

Further and Higher Education: Please give details of all further and higher education since leaving school including training courses and details of qualifications

University/college/institute attended	Subjects studied type of training	Qualification obtained	Dates From/To

Professional Association:

Please state whether you are a member of any technical or professional association and if so which;

Foreign Languages:

Please list any foreign languages you speak and your level of competence both oral and written:

Supplementary Information

Do you hold a current driving licence?

Yes No

What categories of vehicle are you entitled to drive? (e.g. C1)

Does your licence have any current endorsements? (If YES, please give details)

Yes No

Please give dates of any holidays arranged?

Are you willing to work overtime and weekends when required?

Yes No

Have you ever been convicted of a criminal offence? (delete as necessary)

Yes No

If YES, please give details; (Disclosure is not required where a conviction is spent under the Rehabilitation of Offenders Act 1974, subject to excepted classes – for details of spent convictions please see enclosed sheet.)

Dependent upon the nature of the vacancy for which you are applying, employment may be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau. Information received will be treated with the strictest confidence and will generally be retained by the organisation for a period of 6 months or for as long as deemed necessary. Having a criminal record will not necessarily bar you from working with us. This will depend on the background of the offences.

Employment History

Start with the most recent

Employers Name & Address	Job Title and Main Responsibilities	Salary	Dates From/To	Reason for Leaving

Further Information

Describe the relevant experience, skills and knowledge that you have which meet the person specification for this position and your reasons for applying for this position.
(Continue on a separate sheet if necessary)

Equal Opportunities Policy / Information

It is the policy of Mark Group to treat all job applicants and employees fairly and equally, regardless of their sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age or perceived age, race, colour, nationality, national origins, ethnic origin or disability.

To help us monitor our equal opportunities policy and control it effectively, we ask that you provide us with the following information

This information will not be used in respect of the actual recruitment process.

Nationality: _____

Ethnic Group
(please tick relevant box)

- | | |
|----------------|--------------------------|
| White European | <input type="checkbox"/> |
| Afro Caribbean | <input type="checkbox"/> |
| Asian | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |
| Rather Not Say | <input type="checkbox"/> |

Release of Information

In order for Mark Group to undertake work and be placed on Approved Contractor Lists we sometimes need to issue our clients with information on customer facing employees who will be undertaking work on the customer's properties. The information that is required is:

- Employee Name
- Copy of Criminal Reference Disclosure
- Job Status
- Working Location
- Copies of relevant work related qualifications (i.e. blowing card, ACOPS, IPATH CSCS card, plumbing and electric certificates) and training records

We will only supply the relevant information that each client is asking for. Our Clients have assured us that any information supplied will not be passed on or used for any marketing purposes and will be kept in line with the Data Protection Act. By signing this Application Form you agree that if you are appointed (and where relevant) Mark Group may release the above mentioned documents/information to any client of Mark Group.

References

Please give details of two references that are not related to you one of which should be your present or most recent employer.

Can we approach your present/most recent employer prior to interview taking place or job offer being made?

Yes No

Name _____ Position _____

Company Name & Address _____

Tel: _____ Email: _____

Name _____ Position _____

Company Name & Address _____

Tel: _____ Email _____

Declaration of Applicant

I confirm that the above information is correct. I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I consent to the organisation using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties, such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment. I understand that if successful, the information will be used to form my personal record and will be retained for the duration of my employment and as long as is deemed necessary. If I am not successful I understand that the organisation will retain the form for long as is deemed necessary for the purpose of recruitment and that the organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable

Signed _____ Dated _____

**Please return completed form to:
Mark Group Ltd, HR Department, 70 Boston Road, Beaumont Leys, Leicester LE4 1AW**