



CONFIDENTIAL

# HOLLYBANK TRUST

## APPLICATION FORM

Please complete this application form by using ballpoint pen and block capitals.

Please return this application form to: Personnel Department, Hollybank Trust, Far Common Road, Mirfield, West Yorkshire, WF14 0DQ.

<b>Post applied for:</b>	
<b>Work days / hours preferred:</b>	
<b>Surname:</b> <b>Forenames:</b>	
<b>Address:</b>	
<b>Tel No:</b> <b>Tel No. where messages may be left:</b>	Private: Business: Mobile:
<b>If you wish to do so, please give details of your Next of Kin: (Name, address and telephone numbers)</b>	
<b>National Insurance No.:</b>	
<b>Where did you see the advertisement for this post?</b>	

For office use only  
Candidate No:



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**Are you eligible for employment in the United Kingdom? [YES] [NO]**

**Please state what documentation you can provide in order to demonstrate this, e.g.:**

- **British Passport**
- **Birth Certificate**
- **European Economic Area identity card**
- **Travel document showing an authorisation to reside and work in the United Kingdom**
- **Documents showing permanent National Insurance Number**

**Qualifications:**

<b>School/College/University</b>	<b>Course details including Passes/Grades attained</b>	<b>Dates From: To:</b>



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**Present or last employer:**

**Employer's address:**

**Title of Post held:**

**Dates from:**

**To:**

**Current Salary:**

**Notice Period:**

**Main duties and responsibilities:**



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### Employment History

Name and Address of employer	Dates Employed	Post title and brief Description of duties	Reasons for leaving	Salary on leaving



**Why would you like to work at Hollybank Trust?**

**Additional Information:**

**Please use this space for information to support your application. Use additional sheets if necessary.**

Do you consider yourself to have a disability under the Disability Discrimination Act 1995?

Yes

N

If yes, describe disabilities and

(a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job

(b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Please give names and addresses of two people who whom we can request a reference. These should not be family members. One should be your present employer. Please tick here if you do not want your present employer to be contacted without your permission.

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>Occupation/Position Held:</b>	<b>Occupation/Position Held:</b>



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### Equality Policy

Hollybank Trust is committed to eliminating discrimination and encouraging diversity within the organisation. Our aim is that our staff will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end, our policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and their talents and resources will be fully utilised to maximise the efficiency of the organisation.

### Criminal Record Checks

#### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Because of the nature of the work for which you are applying, the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 does not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore NOT entitled to withhold information about convictions which for purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions will result in the withdrawal of the offer of employment. Any information you may give will, of course, remain strictly confidential.

Have you ever been Police Checked    Yes / No    If so, by whom?

Date you were last Police Checked

Have you ever been convicted of a criminal offence    Yes / No

Details of any convictions:-

<b>Offence</b>	<b>Date of conviction</b>	<b>Sentence</b>
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### Candidate Declaration

I confirm that the information given above is complete and correct. I understand that any false or misleading information may be sufficient cause for rejection, or, if employed, dismissal.

Signed.....

Date.....



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## FOR OFFICE USE

Notes:

Application ack'd date:

Offer/reject letter date:

First Interview date:

Acceptance rec'd date:

Second Interview date:

Start Date:

Manager Interview date:

New file/Dead file:

References rec'd dates : 1

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HOLLY BANK TRUST

ROE HEAD, FAR COMMON ROAD, MIRFIELD WF14 ODQ

ACCESS TO DISCLOSURE INFORMATION FROM THE CRIMINAL RECORDS BUREAU

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Hollybank Trust complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Hollybank Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

**This position requires an Enhanced Disclosure. All applicants called for interview to provide details of their criminal record at an early stage in the application process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.**

We ensure that all those in Hollybank Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. **Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**

**Having a criminal record will not necessarily bar you from working with us.**

This will depend on the nature of the person and the circumstances and background of your offences.