

APPLICATION FORM



Position applied for:

PERSONAL DETAILS

Title:	Surname:	First Name:
Address:		
How long have you been at this current address?	Mobile:	
Email Address:	National Insurance Number:	
Do you have a current right to work in the UK? Yes No		
Do you need a work permit to work in the UK? If yes, please attach a copy: Yes No		
Do you hold a current driving licence? Only answer if applicable to the role you are applying for. Yes No		
Expiry date:	Details of endorsements (if none, please insert "N/A")	
Do you consider yourself disabled under section 6 of the Equality Act 2010? Yes No If yes, please give details of any reasonable adjustments that the company might need to consider in order to enable you to attend a possible interview or to carry out an intrinsic function of the job for which you have applied:		

EMPLOYMENT HISTORY - Please attach a copy of your CV if you prefer

From:	To:	Full name & address of employer:	Position & main duties:	Reason for leaving:

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

REFERENCES

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references

Name:	Name:
Contact Tel:	Contact Tel:
Address:	Address:
Email:	Email:

REHABILITATION OF OFFENDERS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions in addition to unspent convictions must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? **Yes** **No**

If yes, please give details below.

Is there anything that we need to know that may affect your application in respect of the above? **Yes** **No**

If yes please provide details below:

DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Date:

DATA PROTECTION STATEMENT

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with Data Protection Act 2018. We rely on the lawful basis of 'performance of the employment contract' to process the information provided by you in this form. Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is on our website www.tnscatering.co.uk.

Please email this form to hr@tnscatering.co.uk or post to HR Department, TNS Catering Management Ltd, Perseus House, 3 Chapel Court, Holly Walk, Leamington Spa CV32 4YS.