

Confidential
APPLICATION FORM



Post applied for:

Guidance on how to fill in this application form

It is important that you fill in this form accurately and thoroughly to give yourself the best chance of getting an interview.

- o Read the whole form before you write anything.
- o Use a black pen as we may need to photocopy the form.
- o Answer every question.
- o Once you have filled in the form, read your answers and check for errors.
- o Sign the form.

Your details

Surname: First Name:

Address: Post Code:

Email:@

Mobile: Land Line Telephone:

Other details

Where did you see this job advertised?

How much notice will you have to give when you leave your current job?

Do you hold a current driving license? Yes No Do you have a car you can use? Yes No

What classes of vehicle are you currently licensed to drive?

National Insurance Number: - - - - - - -

Do you need a work permit? Yes No

Have you been employed by Yorda Adventures before? Yes No

If yes, what post did you hold?.....

When did you leave? DD / MM / YYYY Why did you leave?

Disability

We want to increase the opportunities for disabled people to work with us. If you have a disability, please tell us if there are any reasonable adjustments we can make to help you do this job.

.....

Employment

Please fill in the table below with details of your previous employment. Please start with your previous or last employer. If you have just left school, please give us details of any holiday jobs you have had. Continue on another sheet if necessary.

		Employer's Name and Address	Your Position	Your salary when you left the job	Your reason for leaving

Education and qualifications

Please fill in the table below with details of your education and qualifications. List all periods of study, in date order.

Dates (MM/YY)		Name & address or school college or university	Full or Part time	Qualifications			
From	To			Date	Subject	Grade	Degree & Class

Professional or technical qualifications and training

Name of professional organisation	Membership grade and number	How did you become a member? (e.g. an exam)	Date

References

Please give details of two referees below. One of these should be your present or last employer, and the other should be another employer if possible.

Name of referee: Name of referee:

Position: Position:

Address: Address:

.....

Phone number: Phone number:

How do you know them? How do you know them?

It is our normal practice to apply for references prior to interview. Please let us know if there is any reason why you would prefer us not to take up references at this stage.

Declaration

This job is not covered by the Rehabilitation of Offenders Act 1974 or Section 41 of the Mental Health Act. You must sign these declarations.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Exceptions) Amendment) Order 1986

This job is not protected by the above provisions. If we decide to offer you the job, we will ask the Criminal Records Bureau (CRB) for details of any convictions, bindover orders, reprimands or cautions you may have. This is so we can decide whether we should give you substantial access to children. You must tell us about any convictions, bindover orders or cautions, including those which for other purposes are 'spent' under the Act, before we can officially offer you the job.

We will not approach the police without your permission.

Have you ever been convicted of a criminal offence, bound over or cautioned? Yes No

If yes, please give details:

.....

.....

Your signature: Date: DD / MM / YYYY

Section 41 Mental Health Act

Have you been made subject to an order under Section 41 of the Mental Health Act Yes No

If yes, please give details:

.....

Your signature: Date: DD / MM / YYYY

If you do not tell us about any criminal offences or Section 41 Mental Health Act Orders, we may reject your application or, if you get the job, take disciplinary action, including dismissal.

Health

How many days have you had off work in the last 12 months due to sickness?

If we offer you the job, you will have to fill in a medical questionnaire, and you may have to have a medical.

Under our conditions of service, you must give the following information:

Are you related to a Director or senior member of Yorda Adventures staff or to anyone who may take part in the appointment procedure?

Yes

No

If yes, please give their name:

How are you related to them?

Experience

Please use the space below to give details of your skills and experience from your education, employment and personal life, which you think are relevant to this job. Continue on another sheet if necessary.

We have provided a person specification and this will give you more information on the skills, experience and abilities we are looking for. Try to match your experience against it.

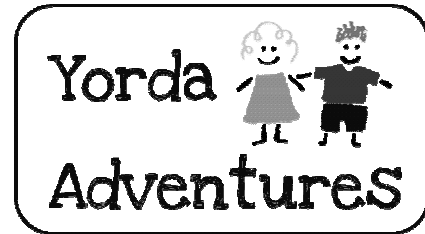
If you are employed by us, the following will apply to you.

If we appoint you, we will use the personal information you have supplied as the basis of your personal record. We have a duty to protect the funds we handle and to prevent and detect fraud.

The information on this form is correct. I understand that if I tell you something that I know is wrong or misleading, or I do not give you information that is relevant to my application, you may reject my application, or, if I get the job, take disciplinary action, including dismissal.

Your signature: DD / MM / YYYY

Yorda Adventures Equal Opportunities



We are an equal opportunities employer.

Our policy is to recruit, train and promote people because of their ability, the needs of the job and similar relevant criteria. We encourage all employees to take advantage of the opportunities we provide for training and development.

We will treat all employees and job applicants equally. We will not consider race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability in any matters to do with employment.

We regularly review our practices and procedure to make sure our equal opportunities policy is effective. We need more than this formal statement to make the policy work. We expect each employee to make his or her own contribution. We make every job applicant and employee aware of our policy.

Our policy on equal opportunities makes sure our recruitment and selection procedures are fair to everyone. We must judge applicants only on their ability to do the job. To make sure we are meeting these aims, we need to record certain details about people who apply for jobs.

For this reason, please answer the questions on the other side of this sheet. We will separate this information from your application form before we make our decision and will keep the information confidential. We will use the information to keep statistics on the effectiveness of our equal opportunities policy.

It is not possible to interview everyone who applies for a job, so we draw up shortlists based on the application form.

If you believe we have treated your application unfairly, please write to:

Yorda Adventures Company Directors
47 Windmill Lane
Surbiton
KT6 5JT.

They will investigate the matter.

If you would like to see a full copy of our Equal Opportunities policy, please use the contact details below.

Yorda Adventures
47 Windmill Lane
Surbiton
KT6 5JT

info@yordaadventures.co.uk
www.yordaadventures.co.uk