This document provides further information on you and your suitability for the role you have applied for. In addition, you should ensure your CV, submitted alongside this form, contains information about your education, qualifications and employment history, including the responsibilities of your previous roles.

|  |  |
| --- | --- |
| Post applied for: |  |
| Salary expectation: |  |
| Last name(s): |  |
| First name(s): |  |
| Email address: |  |
| Phone number: |  |

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| **Please state why you have applied for this post.** Indicate past achievements, experience and personal qualities relevant to your application and provide your thoughts about the contribution you would expect to make in the post.  |
|  |
| **Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by ASDAN?**  |
| [ ]  Yes | [ ]  No |
| You may not, without prior permission in writing from ASDAN, be employed or otherwise engaged in any other business, trade or profession.  |

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| **If you have any friends or relatives employed by ASDAN, please provide their names and relationship to you:** |
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| **Do you have the legal right to work in the UK?** |
| [ ]  Yes | [ ]  No |
| If yes, and there are conditions attached or finish dates, please specify: |

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| --- |
| **Do you have any unspent criminal convictions?** (this declaration is subject to the Rehabilitation of Offenders Act 1974) |
| [ ]  Yes | [ ]  No |
| If yes, please give details: |

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| **Do you have a current clean driving licence?** (relationship management vacancies only) |
| [ ]  Yes | [ ]  No |
| If no, please give details of any driving offences currently under endorsement and the date they expire: |

**Declaration**

I confirm that the above information, and that contained within my CV, is correct to the best of my knowledge.

I consent to ASDAN processing by means of a computer database or otherwise, any information I provide for the purpose of employment by ASDAN.

I understand that ASDAN has the right to check on any experience, achievements, qualifications and skills claimed by me and agree that such checks may be made by ASDAN.

I understand that ASDAN needs to collect and use certain types of information about employees in order to operate its business and fulfil legal obligations under the Data Protection Act 1998 and that the information I have provided will be used during the recruitment process and if appointed will be used as part of my personnel records.

I consent to ASDAN holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained to and to process (including disposing and destroying) it in accordance with the Data Protection Principles and the other requirements of the Act, and any other procedures laid down by ASDAN for this purpose from time to time.

|  |  |
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| Signed: |  |
| Date: |  |

(if this form is completed electronically, please type your full name)

ASDAN wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. If you are happy to do so, the information you provide will stay confidential, be stored securely and limited to only ASDAN’s human resources (HR) team. **This form will not accompany your application to the recruiting managers.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender** | [ ]  Male | [ ]  Female | [ ]  Other |
| [ ]  Prefer not to say | [ ]  Prefer to self-describe: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you married or in a civil partnership?** | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Age** | [ ]  16-24 | [ ]  25-29 | [ ]  30-34 | [ ]  35-39 |
| [ ]  40-44 | [ ]  45-49 | [ ]  50-54 | [ ]  55-59 |
| [ ]  60-64 | [ ]  65+ | [ ]  Prefer not to say |

|  |  |
| --- | --- |
| **What is your ethnicity?** | Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box. |
| **White** | [ ]  English | [ ]  Welsh | [ ]  Scottish |
| [ ]  Northern Irish | [ ]  Irish | [ ]  British |
| [ ]  Gypsy or Irish Traveller | [ ]  Other White background (please describe):  |
| **Mixed and multiple ethnic groups** | [ ]  White and Black Caribbean | [ ]  White and Black African | [ ]  White and Asian |
| [ ]  Other mixed or multiple ethnic background (please describe): |
| **Asian and Asian British** | [ ]  Indian | [ ]  Pakistani | [ ]  Bangladeshi |
| [ ]  Chinese | [ ]  Other Asian background (please describe): |
| **Black, African, Caribbean and Black British** | [ ]  Black African | [ ]  Black Caribbean |
| [ ]  Other Black, African or Caribbean background (please describe): |
| **Other ethnic group** | [ ]  Arab | [ ]  Other ethnic group (please describe): |
| [ ]  Prefer not to say |