Wastesavers Application Form

**Personal Details**

|  |  |
| --- | --- |
| Surname: |   |
| Forenames: |   |
| Current address: |    |
| Contact phone number: |   |
| Email address  |   |
| NI Number |  |

|  |  |
| --- | --- |
| Position applied for: |   |
| How did you hear about this position:(If through a current employee of Wastesavers, please specify their name)  |   |

**Employment History**

Current or most recent employment:

|  |  |
| --- | --- |
| Job title: | Employer: |
|   |   |
| Start date (and leave date if applicable) | Reasons for leaving? |
|   |   |
| Salary, benefits and working pattern: |
|   |
| Main duties and responsibilities: |
| How many weeks’ notice are you required to provide to your current employer?  |  |

**Employment and Volunteering History (continued)**

Please use an additional sheet of paper for details of prior work history should it be relevant to this vacancy:

|  |  |
| --- | --- |
| Name of Employer |  |
| Date Started |  | Date Left |  |
| Leaving Salary |  |
| Position Held and BriefDetails of Job |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Name of Employer |  |
| Date Started |  | Date Left |  |
| Leaving Salary |  |
| Position Held and BriefDetails of Job |  |
| Reason for Leaving |  |

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| --- | --- |
| Name of Employer |  |
| Date Started |  | Date Left |  |
| Leaving Salary |  |
| Position Held and BriefDetails of Job |  |
| Reason for Leaving |  |

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| --- | --- |
| Name of Employer |  |
| Date Started |  | Date Left |  |
| Leaving Salary |  |
| Position Held and BriefDetails of Job |  |
| Reason for Leaving |  |

**Education/Training**

|  |  |
| --- | --- |
| Secondary education: | Qualifications/grades obtained: |
|   |   |
| Further/higher education: | Qualifications/grades obtained: |
|   |  |
| Other relevant training, professional qualifications or work-related skills (for example languages, Health and Safety certification, fork lift truck licence etc.): |
|    |
| Are you undertaking any course of study at present? (if so, please give details) |
|  |
| Are you a member of any professional bodies? (if so, please give details) |
|    |
| You may be asked to supply proof of qualifications/certification listed above |
|  |

**Supporting Information**

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| Please give any details you feel are relevant in support of your application. Please include why you are interested in this post, what useful experience you may have and why you are interested in working for Wastesavers. Use additional sheets if necessary.    |

**Why would you like this job?**

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| --- |
| Please give details of why you are interested in this role and Wastesavers as a company and charity. |

**Other Details**

|  |  |  |
| --- | --- | --- |
| Is your present post your sole regular employment? | Yes | No |
| Do you require a permit to work in the UK?  | Yes | No |
| If so, please state any restrictions on your right to work in the UK and the expiry date of any permissions. |
| Do you have a driving licence? | Yes | No |
| If yes, please indicate what type of licence you hold (please circle): Full / Provisional / LGV / HGV / Motorcycle  |
| Do you hold a current and valid driver CPC? | Yes | No |
| Do you have any current endorsements? | Yes | No |
| If yes, please provide further details:  |
| Do you have use of a car? | Yes | No |

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| **Health:**  |
| Wastesavers is committed to ensuring equal opportunities, fairness of treatment, dignity, and the elimination of all forms of discrimination in the workplace for all staff and job applicants. |
| Do you require any special arrangements to be made for a potential interview on account of a health condition/disability?  | Yes | No |
| If you have answered ‘yes’, please supply further information to assist us to accommodate your needs during a potential interview:  |
| Do you have a health condition/disability which may affect your ability to undertake the role you have applied for?  | Yes | No |
| If ‘yes’, please give brief details of how your health condition/disability impacts upon day-to-day activities and any way Wastesavers could assist with overcoming these difficulties in relation to this vacancy: |

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| **Convictions** |
| Under the provision of the Rehabilitation of Offenders Act 1974, Wastesavers is required to gain information on any criminal convictions that you may have, other than any treated as spent. Do you have any current or potentially pending criminal records? |

**References**

Please give the details of two referees, stating how long you have known them. Reference 1 should be your current or most recent employer.

|  |  |
| --- | --- |
| 1. Name: | 2. Name: |
|   |   |
| Company name: | Company name:  |
|  |  |
| Job Title at Company: | Job Title at Company: |
|  |  |
| Address: | Address: |
|   |   |
| Telephone number: | Telephone number: |
|   |   |
| Email address: | Email address:  |
|   |   |
| Dates of employment/known: | Dates of employment/known: |
|   |   |
| May references be taken up before interview?YES / NO | May references be taken up before interview?YES / NO |

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| --- |
| Do you have any holidays already arranged? If so, please list dates and duration |
|  |
| If successful, when would you be available to start work? |
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| **Data protection:**We take your privacy seriously and will only use your personal information in relation to this application. We will not use these details for any other purpose and we will not pass your details onto anyone else. Wastesavers does not use automatic decisions when making recruitment of HR decisions.If unsuccessful we will keep your data for no longer than 6 months. You have the right to withdraw your consent at any time, to access your data, to rectify or erase your data, to restrict the processing of your data, to move your data elsewhere and you have a right to object to the use of your data. You also have a right to lodge a complaint about the use of your data.Declaration:I hereby give my consent to Wastesavers processing the data supplied in this application form for the purpose of recruitment and selection.I declare that the information given in this application is to the best of my knowledge complete and correct.I hereby give my consent to Wastesavers carrying out checks on my qualifications and references if selected.**Applicant’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Note: Any false, incomplete or misleading statements may lead to dismissal. |

More information can be found on the website at **www.wastesavers.co.uk**

Completed application forms should be returned for the attention of the Leeanne Rowe – Human Resources Manager via post or email using the following details:

Wastesavers Resource Centre,

Esperanto Way.

Newport, NP19 0RD

E-mail: **Leeannerowe@wastesavers.co.uk**