



Wheatley Group is committed to Equality and Diversity

Wheatley Group Application Form



No job applicant or employee is treated more or less favourably on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or HIV status.

NOTE: Please use **black ink** and **BLOCK LETTERS** or typescript.
Each section of the form to be answered in full - **reference to attached CV or other enclosures will not be sufficient.**

A VACANCY DETAILS

Reference Number:		Advertisement Source:	
Post Title:			
Location /Department:			

B PERSONAL DETAILS

Surname:		Initial(s)		National Insurance No:	
Address and Postcode:				Do you hold a full current driving licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
				Telephone (Home):	
				E Mail Address:	
				Telephone (Business):	
				E Mail Address:	

C AVAILABILITY FOR INTERVIEW

Please state any dates that you would be **unable** to attend the interview and selection process in the next two months.

D SCHOOL EDUCATION

List all certificates at their highest level only. Continue on a separate sheet if necessary.

	Subject	Level / Result		Subject	Level / Result
1			6		
2			7		
3			8		
4			9		
5			10		

E FURTHER, VOCATIONAL AND HIGHER EDUCATION

List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting). Non-UK educated applicants please specify country where study took place.

College/University	Dates		Study Method		Qualifications Obtained, Grade(s) and Major Subjects Studied	Date Awarded/ Awaiting
	From	To	F/T	P/T		

H PREVIOUS EMPLOYMENT (list in order, with most recent employer first)

Continue on separate sheet if necessary

Dates		Name and Address of Employer
From	To	

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Position Held

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Reason for Leaving

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Nature of Duties

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Dates		Name and Address of Employer
From	To	

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Position Held

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Position Held

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Nature of Duties

Dates		Name and Address of Employer
From	To	

Position Held

Reason for Leaving

Nature of Duties

I EXPERIENCE, SKILLS AND TRAINING

Please describe your interest in this role and the experience and skills that you are able to bring to it.
(Continue on the next sheet if necessary)

J REFEREES			
Name, Address and Occupation of two referees. They should know you in a work capacity, if previously employed. <i>One of these referees should be your current or most recent employer.</i> * Please tick the box if you have any objections to a referee being contacted prior to interview.			
Name and Address of Referee - 1:		Name and Address of Referee 2:	
Email		Email	
Occupation:	*	Occupation:	*

K DISABILITY		
Wheatley Group is a Disability Confident employer. If you consider yourself to be a disabled applicant and can demonstrate on your application form that you meet the Criteria as contained in the Person Specification you will be invited to the interview stage of the recruitment process.		
I consider myself to have a disability as defined above and want to apply for a guaranteed interview.	Yes	No
Do you need any reasonable adjustments or arrangements to be made at interviews? (e.g. interpreter for the deaf, wheelchair access)	Yes	No
If yes, please specify:		

L CANVASSING	
Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable for dismissal.	

M ENTITLEMENT TO WORK IN THE UK	
If you are successful in obtaining employment with the Wheatley Group, you will be required to provide appropriate documentary evidence of your eligibility to work in the UK.	

N HEALTH DECLARATION	
Any offer of employment will be made conditional on completion of a medical questionnaire and on a satisfactory report being received from the Occupational Health Service in relation to the medical questionnaire.	

O REHABILITATION OF OFFENDERS ACT 1974	
The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions which are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form which will only be reviewed if an offer of employment is being made.	

P DECLARATION (Read carefully)	
The information you provide in this form will be used for the purposes outlined in the attached privacy notice including assessing your suitability for appointment; this may include contacting referees, previous employers, or educational establishments, to confirm the accuracy of the information provided.	
If your application is unsuccessful we will dispose this information in line with the Wheatley Group's retention schedules which comply with the General Data Protection Regulations and the Data Protection Act 2018. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities, as fully outlined in the attached privacy notice. This information will be used for statistical purposes only.	
By typing and signing my name below, I certify that all the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.	
Signature:	Date:

IMPORTANT NOTE

If returning the application by e-mail to recruitment@wheatley-group.com please note that there is no need to post a hard copy. If shortlisted you will be asked to sign your application form at a later stage.