



## MENDIP OUTDOOR PURSUITS - APPLICATION FORM

POSITION APPLIED FOR:

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### Application Form Notes

- All information provided will be treated in the strictest confidence
- If you have a CV that you believe covers the information below and wish to attach this to your application instead of filling in the required boxes, please feel free to do so, but please be very careful to ensure that you provide all the requested info
- Please complete all sections of the application form in BLOCK CAPITALS
- No approach will be made to your current employer for references until an offer has been made to you

### Personal Information

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth/Age: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Full Driving Licence: **Yes / No**

**Personal Information Continued**

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? If YES, please give full details:	<b>Yes / No</b>
Are you subject to any restrictions or covenants which might restrict your working activities? If YES, please give full details:	<b>Yes / No</b>
It is a criminal offence for barred individuals to apply to work in a regulated activity with children, young people or adults at risk. Are you on a barred list?	<b>Yes / No</b>
If offered employment, we are required to check your up to date DBS status before you are permitted to start work. Do you have a DBS certificate?	<b>Yes / No</b>
If yes to the above, are you a current member of the Update Service	<b>Yes / No</b>
If yes to the above, do you consent to this Update Service check being made by the Company?	<b>Yes / No</b>
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? (A copy of the Company's Equal Opportunities Policy and Disclosure and Disclosure Information Policy is available on request. These reflect the DBS Code of Practice).If YES, please give full details:	<b>Yes / No</b>
If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before employment?	<b>Yes / No</b>
Have you ever worked for the Company before? If YES, please give full details:	<b>Yes / No</b>
Have you applied for employment with this Company before?	<b>Yes / No</b>
Do you need a work permit to take up employment in the U.K.?	<b>Yes / No</b>
How much notice are you required to give to your current employer?	

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

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**Education**

Schools Attended Since Age 11:

College or 6<sup>th</sup> Form Attended:

University Attended:

Further Formal Training Completed:

Any Craft or Other Training:

Please give details of membership of any technical or professional associations:

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Please list languages spoken and the level of competence:

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**Previous Employment Details**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and Address of Employer	Dates	Position Held / Main Duties	Reason for Leaving

**Present or Last Employer**

Are you currently employed?

**Yes / No**

Name of present or last employer:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Nature of business:

\_\_\_\_\_

\_\_\_\_\_

Job title & brief description of duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of service:

From: \_\_\_\_\_ To: \_\_\_\_\_

**Supplementary Information and Suitability**

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs that you believe could help in this application:

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Please tell us why you applied for this job and why you believe you would be the best person for the job:

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Please set out below any further information to support your application:  
(e.g. past achievements, future aspirations, personal strengths)

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**Interests, Achievements, and Leisure Activities**

(e.g. hobbies, sports, club memberships)

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**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the job for which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to the Company by the Disclosure Barring Service. (Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.)

Signed: \_\_\_\_\_

PRINTED: \_\_\_\_\_

Date: \_\_\_\_\_

## References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?

Yes / No

Name:
Position:
Address:
Postcode:
Tel No.:

Name:
Position:
Address:
Postcode:
Tel No.:

## Source of Application

How did you hear of this vacancy?

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