



NG Bailey Application Form

Candidate Number

Reference Number

Company/Business Area

OFFICE USE ONLY

The information provided by you on this form will be used for the purposes of assessing your application for a position with the NG Bailey group of companies. It will only be shared within the business with those individuals that need it in order to assess and process your application.

Please complete in full and attach all relevant certificates.

POSITION DETAILS

POSITION APPLIED FOR: _____ LOCATION: _____

REGIONAL PREFERENCE: Scotland Northern England Midlands London
Yorkshire Northern Ireland Southern England/Wales
Other (please indicate order of choice if more than one)

PERSONAL DETAILS

Title:	First name:
Surname:	Preferred name:
Previous surname(s):	Address:
Date of change:	
Daytime telephone no:	
Evening telephone no:	
Mobile telephone no:	
Email address:	NI Number:

TRAVEL FOR WORK

If required, are you willing to travel anywhere in the UK? Frequently Regularly Occasionally Never

If required, are you willing to spend nights away from home, if needed? Frequently Regularly Occasionally Never

If required, do you have a full, clean and current UK/European driving licence? YES NO

If NO, please give details of any penalties or endorsements, including expiry dates: _____

NG BAILEY HISTORY

Have you worked for NG Bailey previously? YES NO

If YES, please give details: _____

Have you applied to NG Bailey previously? YES NO

If YES, please give details: _____

EDUCATION, TRAINING & QUALIFICATIONS (FROM AGE 11 ONWARDS)

Name of School/College/University	Dates (From/To)	Type of qualification (i.e. GCSE, A-level)	Subject(s) taken	Grade/Class/Level

MEMBERSHIP OF PROFESSIONAL INSTITUTE OR SOCIETY

Name of professional institute/society	Date of entry	Grade/Level of membership

EMPLOYMENT HISTORY *(CURRENT EMPLOYMENT)***Job Title:****Employer:****Notice period:****Employment dates:****Current salary:****Main responsibilities:****Main achievements:****Reason for leaving:****PREVIOUS EMPLOYMENT** *(MOST RECENT FIRST)***From/To****Employer name****Position held****Reason for leaving**

REFERENCES

Please provide details of two references, one of whom should be from your current or most recent employment, your second should ideally be work related and from your previous employer. Please note that no contact will be made with your current employer until you have accepted a role with NG Bailey.

Present (most recent) employer	Previous employer
Contact name:	Contact name:
Job title:	Job title:
Organisation: Address:	Organisation: Address:
Telephone no:	Telephone no:
Fax:	Fax:
Email:	Email:

SKILLS, EXPERIENCE AND ACHIEVEMENTS

Referring to the job description/advertisement, please state why this position interests you, why you feel you are suitable, giving examples of relevant skills, experience and achievements.

ADDITIONAL INFORMATION

For UK applicants the Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not yet spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

Have you ever been convicted of a criminal offence which is not yet 'spent'? YES NO

If YES, please give details, including date and sentence: _____

Have you at present any case/summons pending against you? YES NO

If YES, please give details, including date and sentence: _____

DATES NOT AVAILABLE FOR INTERVIEW

If you are selected for interview, are there any reasonable special arrangements or adaptations that will need to be made? YES NO

If YES, please give details: _____

If you are selected for interview, are there any specific dates that are not suitable? YES NO

If YES, please give details: _____

ELIGIBILITY TO WORK

Are you free to remain and take up employment in the UK? YES NO

If NO, please give details: _____

To fulfil our responsibilities under the Immigration, Asylum and Nationality Act 2006, the company will require proof of this right before an offer of employment can be confirmed, e.g. passport and/or any other appropriate documents required to confirm your eligibility to work.

DATA PROTECTION ACT NOTICE – WHAT WE DO WITH YOUR INFORMATION

The NG Bailey Group of companies (referred to as 'NG Bailey') is committed to full compliance with the Data Protection Act 1998.

As part of the recruitment process, NG Bailey will obtain information about you. That includes the information you have provided in this application form, information contained in any documents which are attached to this application form (e.g. CVs), and any other information about you that NG Bailey obtains or which is obtained on NG Bailey's behalf as part of the recruitment process. This may include sensitive information such as ethnic origin, disability or criminal convictions information. Together, this information will be described as 'the Data'.

NG Bailey will process the Data for the purposes of administering the recruitment process. If your application is successful, the Data will be retained by NG Bailey as part of your employment file and will be processed for all purposes related to your employment with NG Bailey. This may include disclosing the Data to relevant third parties who have been contracted to fulfil employment administration functions on behalf of NG Bailey or otherwise fulfil NG Bailey's obligations to you.

If your application is unsuccessful, we will keep a record of the Data for 6 months in case other suitable vacancies arise, or for the purposes of management of our business.

By submitting your application form, you consent to NG Bailey processing the Data in the manner set out above.

DECLARATION

**PLEASE NOTE THAT IF THE DECLARATION IS NOT SIGNED AND DATED YOUR FORM WILL BE VOID.
BY SIGNING THIS DECLARATION BELOW YOU AGREE TO THE FOLLOWING STATEMENTS.**

I consent to the Data being processed by NG Bailey as set out in the Data Protection Act Notice.

I declare the information obtained in this application, Curriculum Vitae, and any further information enclosed is true and correct. I agree that NG Bailey may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications). I acknowledge that any false or misleading statements made on this form may lead to disciplinary action, which could result in the withdrawal of an employment offer or in my dismissal.

I UNDERSTAND THAT INFORMATION FROM THIS APPLICATION WILL BE ELECTRONICALLY RECORDED.

I authorise NG Bailey to contact my current and previous employer(s) for a reference on acceptance of any offer.

For online applications: I agree

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date of receipt of application

Signature

Name printed