

***Confidential***

***Application for Employment***

***An Equal Opportunities Employer***

A **Balfour Beatty** Company



INVESTOR IN PEOPLE

**POSITION APPLIED FOR**

\_\_\_\_\_

**REGION**

\_\_\_\_\_

How did you hear about us?

\_\_\_\_\_

**PERSONAL DETAILS**

Title \_\_\_\_\_ Full name \_\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

NI number \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**GENERAL DETAILS**

If the job requires it, do you have a current driving licence?

Yes

No

N/A

Groups covered \_\_\_\_\_

\_\_\_\_\_

Details of endorsements \_\_\_\_\_

\_\_\_\_\_

Salary required \_\_\_\_\_

\_\_\_\_\_

Required notice period \_\_\_\_\_

Earliest start date \_\_\_\_\_

\_\_\_\_\_

If necessary are you willing to relocate?

Yes

No

If you are successful in your application would you require a work permit prior to taking up employment?

Yes

No

Do you have a current criminal record?

*(Declaration subject to Rehabilitation of Offenders Act)*

Yes

No

*Please give details*

\_\_\_\_\_

If a client of the company wishes to run a security check on you, would you be happy for this to be done?

Yes

No

**SCHOOL**

Name and address of establishment	Examinations passed	
	Subject	Grade

**COLLEGE AND UNIVERSITY**

Name and address of establishment	Subject	Grade <i>If you are currently studying, please state completion year</i>

## PROFESSIONAL MEMBERSHIPS

Name of institution	Level of membership	Membership number

## PERSONAL DEVELOPMENT *(please include all additional training)*

Course name	Expiry date <i>(if applicable)</i>

## EMPLOYMENT

Employer <i>(Name and address)</i>	Job title, description of roles and responsibilities	Reason for leaving

If you have had any career breaks, please outline the skills and experience gained during this time

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## **PERSONAL STATEMENT**

Please use this page to include any additional information you feel would aid us in evaluating your application.

## REFERENCES

Please indicate two people who can provide references. Where appropriate, these should be your last two employers.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone number \_\_\_\_\_  
Email \_\_\_\_\_  
Occupation \_\_\_\_\_

This referee may  may not  be contacted prior to an acceptance of employment.

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## DATA PROTECTION STATEMENT

The information that you provide on this form and that is obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us.

We may check the information collected against third parties or with other information held by us. We may also pass this to certain third parties.

By signing this application form we will assume that you agree to the processing of sensitive personal data.

## DECLARATION

I declare that the information I have given is accurate and true. I understand that providing misleading or false information will disqualify me from appointment and if appointed, may result in dismissal.

Print name \_\_\_\_\_ Date \_\_\_\_\_

## EQUAL OPPORTUNITIES QUESTIONNAIRE

Name		Address	
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Dean & Dyball Civil Engineering is an equal opportunities employer. The following questions are optional. The information will only be used to ensure our equal opportunities policy is operating effectively.

Once completed, please detach this section and return it to:

HR Department  
Dean & Dyball Civil Engineering  
Endeavour House, Crow Arch Lane, Ringwood, Hampshire BH24 1PN

This information will NOT be used as selection criteria.

1. Gender Male  Female

2. Ethnic origin

A. Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

British

English

Scottish

Welsh

Irish

Other, please specify

B. Black, Black British, Black English, Black Scottish, Black Welsh

Caribbean

African

Other, please specify

C. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

Chinese

Other, please specify

D. White,

British

English

Scottish

Welsh

Irish

Other

E. Mixed

White and Black Caribbean

White and Black African

White and Asian

Other, please specify

3. Marital status Civil Partnership

Co-Habiting

Divorced

Married

Separated

Single

Widowed

4. Do you consider yourself to be a disabled person? Yes  No

If yes, please give details

5. Age Date of birth