



PLEASE COMPLETE IN BLOCK CAPITALS USING **BLACK INK**

POST APPLIED FOR :

WHERE DID YOU SEE THIS POSITION ADVERTISED? _____

TITLE (Mr, Mrs, Miss, Ms, Other, please state) _____ LAST NAME _____

FIRST NAMES _____ KNOWN AS _____

ADDRESS _____

_____ POST CODE _____

HOME TEL NO _____ MOBILE NO _____

EMAIL ADDRESS _____

Do you wish to be notified via email of all vacancies within our Group of Companies **YES/NO**
Your information can be removed at any time from our mailing list upon request.

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THIS COMPANY? **YES/NO**
If yes, please give details and reason for leaving:

HAVE YOU BEEN CONVICTED OF ANY OFFENCE, OR IS THERE A POLICE CONVICTION PENDING? **YES/NO**
(Should the Company become aware of any undisclosed offences that are not classified as "spent" under the Rehabilitation of Offenders Act 1997 may result in dismissal.)
If yes, please give dates and details:

DO YOU HAVE ANY KNOWN COMMITMENTS IN THE IMMEDIATE FUTURE **YES/NO**
(e.g. holidays booked, Jury Service, Reserves training etc.)
If Yes, please give details:

DO YOU POSSESS A FULL AND CURRENT DRIVING LICENCE? **YES/NO**

Please confirm your driving category entitlements: (your entitlements can be found on the bottom of your card driving licence).....

Please give details of any driving endorsements and/or convictions, including suspensions

Date	Endorsement Code	Fine and/or Penalty Points	Length of Suspension





PLEASE USE THIS PAGE TO SUBMIT ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION AND TO OFFER A BRIEF EXPLANATION OF WHY YOU CONSIDER YOURSELF TO BE A SUITABLE CANDIDATE FOR THIS POSITION.

HOBBIES & INTERESTS: _____

PLEASE SUPPLY THE NAMES, JOB TITLES AND ADDRESSES OF TWO REFEREES (One of which should be your present or most recent employer. We will not approach your referees until we have received your authorisation to do so.)

Name: _____

Name: _____

Job Title: _____

Job Title: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

Please contact the Group Personnel Department if there are any reasonable adjustments we need to consider making if you are invited to an interview for this post.

DECLARATION:

I, the undersigned, declare that the information that I have provided on this application form is to the best of my knowledge and belief, accurate and truthful. I understand that should I be offered a position on the basis of the information I have provided and that at some later date this information is proved to be incorrect, that the Company may terminate my employment irrespective of my length of service. I consent to the use of this information during the recruitment process.

SIGNED _____

DATE _____

Please return your application to:
Group Personnel Department,
Beaufort Road, Plasmarl Industrial Estate, Morriston, Swansea SA6 8HR

CEM Day Ltd and its associated companies are committed to ensuring compliance with the Data Protection Act 1998.



Equal Opportunities & Diversity Monitoring Form

In accordance with its policy on equal opportunities in employment, the Employer will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Full Name:..... **Post applied for:**

Employment: Are you a current employee of the CEM Day Ltd Group of Companies Yes/No

Gender: Male/Female (Delete as appropriate)

Date of birth:

Marital Status:

- 1. Co-Habiting
- 2. Divorced
- 3. Married/Civil Partnership
- 4. Separated
- 5. Single
- 6. Widowed
- 7. Prefer not to say

Do you have dependants or caring responsibilities for family members or other persons? :

- 1. Yes
- 2. No
- 3. Prefer not to say

Religion/Belief: Please tick category below as applicable:

- 1. Buddhist
- 2. Catholic
- 3. Christian
- 4. Hindu
- 5. Islamic
- 6. Jewish
- 7. Sikh
- 8. Other – Please specify
- 9. Prefer not to say



Ethnicity: Ethnicity is defined as “shared origins or social background; shared culture and traditions that are distinctive, maintained between generations, and lead to a sense of identity and group; and a common language or religious tradition”. Please indicate your ethnic origin by ticking alongside the appropriate category.

1. White - African
2. White – American
3. White - Australia/New Zealand
4. White – European
5. White - Other
6. Black – African
7. Black – Caribbean
8. Black – American
9. Black – Other
10. Asian – Indian
11. Asian – Bangladeshi
12. Asian – Chinese
13. Asian – Pakistani
14. Asian – Other
15. Other - Please specify
16. Prefer not to say

Disability: Definition of Disability - The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur.

Do you consider yourself to have any disability as defined by the Disability Discrimination Act?

1. Yes
Please give details
2. No
3. Prefer not to say

Entitlement to work in the UK

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. To enable us to comply with this legislation, please complete this form and return with your application. You will be asked to provide evidence of your eligibility to work in the UK should you be invited to attend an interview.

What is your nationality? (please specify):

Interviewees will be asked to produce one or more of the following documents if selected for interview. Please indicate by placing a tick alongside which documents you will be able to provide. (Copies will not be accepted)

List 1 – Any one document

- A passport showing that the holder is a British citizen, or has a right of abode in the UK.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.



- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

LIST 2a – A combination of A and any one of B-H

- A** A document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

AND

- B** A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents
- C** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- D** A certificate of registration or naturalisation stating that the holder is a British citizen
- E** A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay
- F** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay
- G** A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering
- H** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering

LIST 2b - A combination of A and any one of B-C

- A** A work permit or other approval to take employment that has been issued by Work Permits UK

AND

- B** A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question
- C** A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

I understand that this information will be stored and processed as part of the CEM Day Ltd Group of Companies monitoring of equal opportunities and as part of the recruitment and selection procedure and I agree to this use of the data for these purposes.

Signature:

Date: