



THIS FORM WILL BE USED FOR SHORT-LISTING  
PLEASE READ CAREFULLY BEFORE COMPLETING

(Please use a separate sheet of paper if necessary)

# Application for employment

**Position applied for :**

**Personal details**

Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/>	<b>Surname :</b>	<b>First Names :</b>	<b>Familiar Name :</b>
<b>Full Address :</b>		<b>Telephone Numbers :</b>	
postcode :		Home :	
		Work :	
		Mobile :	
		email :	
<b>Date of Birth :</b>	<b>Marital Status :</b>	<b>National Insurance No :</b>	
<b>Do you need a U.K. Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/></b>			
<b>Do you have a valid U.K. Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Licence Type :</b>	
Please give details including date of any endorsements :			

**Are you related to any QTS Group employee? Yes  No**  if yes state name & relationship :

**Have you previously applied for a job or attended an interview for a position at QTS Group? Yes  No**

**Source of introduction :** Job centre  Agency  Other  Advertisement

Please give details & any Ref. no. :

**What period of notice are you required to give your present employer?**

**When are you available to start work?**

**Education and Training** Include school, college and university, apprenticeships, Professional and technical studies

Name and location of secondary school, college or university (most recent first)	Dates attended		Method of Study e.g. full-time, part-time, open learning	Subjects studied and certificates awarded	Level / Grade / Result
	From	To			

**Company Training** external and skills courses

Name of Course	Duration of Course	Date of Course	Pass / Level / Grade / Result	Certification expiry date

**Work Experience** previous employment

Name and location of employer and nature of business	Dates		Job title and brief outline of main tasks and responsibilities	Reason for leaving
	From	To		

**Skills**

Please give details of skills you have developed, both at work and from hobbies and interests outside work, which you feel are relevant to this job e.g. technical or practical skills, organising, dealing with people, languages spoken.

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**Memberships** Institutes, Unions, Professional bodies

Institute, Union etc.	Date of membership	Level of membership

**Reasons for Application**

Please use this box to explain why this position interests you and what you feel you would bring to this position.

**Convictions**

Do you have any Court convictions or any procedures pending? (other than spent convictions under the Rehabilitation of Offenders Act 1974 )

Yes  No

if yes please give details of nature of offence:

**Data Protection and Declaration**

The Data Protection Act 1998

The information you provide on, and with, this form will be processed only for the purposes of recruitment and by persons necessarily involved in the recruitment procedure. You have the right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on your application may be stored for a period of up to six months after which time it will be destroyed. Do we have your permission to hold your details for that period of time?

Yes  No

- I confirm that to the best of my knowledge all the information given in this application is correct, and understand that a false declaration could lead to dismissal.
- QTS Group are an equal opportunities employer.
- QTS Group operates a no smoking policy.
- All offers of employment are subject to provision of satisfactory references.
- Employment is subject to Pre-Employment Health Screening and continuous Occupational Health Assessment.
- Canvassing directly or indirectly with reference to this position will disqualify you.

Signature : \_\_\_\_\_

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

If you are short-listed for interview you will be asked to produce evidence of your eligibility to work in the U.K.

You are therefore required to bring with you either:

- A passport or document showing that you are a British citizen, a foreign national or a national of a European Economic Area country, permitted to work in the U.K.

or

- A document showing your N.I. number ie a P45, P60, N.I. card or letter from a Government Agency, plus
- Your birth certificate or certificate of naturalisation.

Thank you for completing this form. Please return it to:

**QTS Group, Applications, Rench Farm, Drumclog, ML10 6QJ**  
 email : [applications@qtsgroup.co.uk](mailto:applications@qtsgroup.co.uk)

# Recruitment Monitoring

## Strictly Confidential

### Guidance

Both the Equal Opportunities Commission and the Commission for Racial Equality recommend that employers should regularly monitor the effects of selection decisions and personnel practices in order to assess whether equality of opportunity is being achieved.

QTS Group supports these recommendations. Our Equal Opportunities in Employment Policy Statement and our Recruitment Code of Practice demonstrates commitment to job applicants and those involved in staff selection.

This supports the commitment that the recruitment process will be conducted as fairly as possible.

With this in mind we hope that you will assist us in monitoring part of the recruitment process by completing the questions overleaf.

This form will be separated from your application form upon receipt and those involved in selection will not see it.

### Please Tick as appropriate

#### Age

My age is between

- 16-20
- 21-30
- 31-40
- 41-50
- 51-60
- 61-64
- 65 or over

#### Disability

I am registered Disabled

- Yes
- No

#### Ethnic Group

I would consider myself as

- White
- Black-Caribbean
- Black-African
- Black-other
- Asian
- Chinese
- Other

#### Gender

I am male  female

#### Present Situation

I am a QTS Group employee

- Yes
- No

#### Work Agreements

I am applying for this position

- Full-time
- Job share
- Part-time