

## PERSONAL

Male/Female	Surname	Forenames
Address		Name Known as
Postcode		Home Telephone No.
Email Address:		Work Telephone No.
Date of Birth	Town of Birth	Mobile No.
Nationality		Marital Status
Do you have a current U.K. Driving Licence ?		National Insurance Number
Is it clean? YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you consider yourself as having a disability? YES <input type="checkbox"/> NO <input type="checkbox"/>
If NO, give details		Would you require any adjustments to be made in order for you to attend an interview or undertake the duties required by this position?
Have you had any driving disqualifications in the last 5 years? If YES, give details		
Do you own a car ? YES <input type="checkbox"/> NO <input type="checkbox"/>	Driving Licence No.	

## EMPLOYMENT

Position applied for	What date would you be available for work?
Do you have any friends, relatives who work for us? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES please state name(s)	
Please give details of any previous employment with this company	Do you hold any current H&S qualifications e.g CSCS/IOSH/ECS?
Please state days and hours you would work	Salary expected in new position?

## EDUCATION

Approx. Dates		Schools	Examinations Passed	
From	To		Subjects	Grades

## EDUCATION

Approx. Dates		University & College	Qualifications Obtained ie. ONC/Degree/A Levels	
From	To		Subjects	Grades

## DETAILS OF OTHER COURSES

Approx. Dates		Training Provider	Details
From	To		

Professional Membership  
and Qualifications

Details

## INTERESTS

Please give details of Hobbies, Sports, Pastimes

Where did you see this vacancy advertised?

Newspaper     Job Centre     Internal Notice Board     Recruitment Agency

Radio     Training Provider/Careers Dept.     Protec Website

Other  \_\_\_\_\_

## EMPLOYMENT

Company Name, Address, Business. Telephone No.	Approx. Dates		Job Title and Duties	Salary	Reason for Leaving
	From	To			
<b>Present Post First</b>					

What skills and qualities do you have which make you suitable for this post.  
(Please use additional paper if required)

Please give names, addresses, occupation and telephone numbers of two  
Employers or Tutors we could approach for references.

\_\_\_\_\_

If you have any criminal convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974, please give details, See overleaf for guidance.

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#### EQUAL OPPORTUNITY

Protec is committed to equal opportunity. Selection and promotion in our Company is based on the suitability of the applicant for the job. To ensure that we achieve this please give details of the following:

Ethnic origin (Please tick where appropriate)

Asian

Caribbean

African

UK European

Greek Cypriot

Turkish

Other European

Other (Please state)

FOR OFFICE USE ONLY

Are you able to provide proof of your entitlement to work in the UK? YES  NO

Please note: All candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National Insurance card or letter from the Home Office showing right to work in UK).

#### DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. (Please note that the misrepresentation or failure to disclose material facts, may constitute grounds for dismissal and /or legal action).

Applicants Signature

Date

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## **INFORMATION REGARDING REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENT) ORDERS 1986**

- A1 The Rehabilitation of Offenders Act 1974 permits, with some exceptions, an individual who has had a conviction for an offence to be rehabilitated and treat the conviction as if it had never occurred. The Act does not extend to imprisonment for terms exceeding 30 months, but in other cases a person is regarded as rehabilitated where he/she has not, after a period of time, committed another serious offence. The period of time varies according to the sentence imposed and is referred to in the Act as the "Rehabilitation Period". The various Rehabilitation Periods are set out below.
- A2 Under the Act an employer may not ask a prospective employee if he/she has "spent" convictions. The employer may ask if the individual has convictions, but the prospective employee is under no obligation to reveal "spent" convictions.
- A3 The Act also makes it unlawful for an employer to discriminate in any way against an employee or to dismiss him/her because of a "spent" conviction and if so dismissed the employee may claim unfair dismissal.
- A4 Rehabilitation Periods may vary according to the type and length of conviction originally incurred and are reckoned from the date of the conviction for which the sentence was imposed. The details are:

Sentence	Rehabilitation Period *
Imprisonment or corrective training for more than six months but less than 30 months	10 Years
Cashiering, discharge with ignominy or dismissal with disgrace from HM's Service.	10 Years
Imprisonment for 6 months or less	7 Years
Dismissal from HM's Service	7 Years
Detention in respect of a conviction in Service disciplinary proceedings	5 Years
Fine or other sentence (not exceeding 30 months imprisonment) for which the Act does not provide a different rehabilitation period	5 Years
Probation	5 Years
Conditional Discharge	1 Year
Absolute Discharge	6 Months

\* Reduced by half for a person under 17 at the time the sentence was passed.

- A5 The Rehabilitation periods for certain sentences, confirmed to young offenders, are as follows:

Sentence	Rehabilitation Period
Borstal Training	7 Years
Detention for more than six but less than 30 months passed under S53 of the Children & Young Persons Act 1933 or S57 of the Children & Young Persons Act 1937	5 Years
Detention for six months or less under either of those provisions	3 Years
Order for detention in detention centre made under S4 of the Criminal Justice Act 1961 or under S7 of the Criminal Justice (Scotland) Act 1963	3 Years

- A6 Reference should be made to the Act for fuller information. The above notes must not be relied upon as a definitive statement or summary of the law.

# FOR COMPANY USE

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

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE USE THIS GRADING ASSESSMENT TO ASSIST YOU AT INTERVIEW.**

- O - Outstanding**                      Applicant exceptional.
- V - Very Good**                      Applicant clearly exceeds position requirements.
- G - Good**                              Applicant is competent and dependable. Meets standards of the job.
- I - Improvement Needed**        Applicant is deficient or below standards for the job, could be trained.
- U - Unsatisfactory**                Applicant is generally unacceptable.

GENERAL FACTORS	RATING	SCALE	DETAILS/COMMENTS
<b>Experience</b> - The extent to which the applicant's background and experience are consistent with the job requirements.	<b>O</b>	<input type="checkbox"/>	100 - 90
	<b>V</b>	<input type="checkbox"/>	89 - 80
	<b>G</b>	<input type="checkbox"/>	79 - 70
	<b>I</b>	<input type="checkbox"/>	69 - 60
	<b>U</b>	<input type="checkbox"/>	Below 60
<b>Education/Training</b> - the extent to which the applicant's education and training is relevant to job.	<b>O</b>	<input type="checkbox"/>	100 - 90
	<b>V</b>	<input type="checkbox"/>	89 - 80
	<b>G</b>	<input type="checkbox"/>	79 - 70
	<b>I</b>	<input type="checkbox"/>	69 - 60
	<b>U</b>	<input type="checkbox"/>	Below 60
<b>Job Knowledge</b> - The extent to which applicant's possess the practical/technical knowledge required for the job.  ie. Computer/word processing skills, electrical qualification.	<b>O</b>	<input type="checkbox"/>	100 - 90
	<b>V</b>	<input type="checkbox"/>	89 - 80
	<b>G</b>	<input type="checkbox"/>	79 - 70
	<b>I</b>	<input type="checkbox"/>	69 - 60
	<b>U</b>	<input type="checkbox"/>	Below 60
<b>Communication Skills</b> - Verbal articulation, clarity, directness. General composure at interview. <b>Written:</b> Legibility. Presentation. Interest.	<b>O</b>	<input type="checkbox"/>	100 - 90
	<b>V</b>	<input type="checkbox"/>	89 - 80
	<b>G</b>	<input type="checkbox"/>	79 - 70
	<b>I</b>	<input type="checkbox"/>	69 - 60
	<b>U</b>	<input type="checkbox"/>	Below 60
<b>Motivation/ Initiative:</b> Overall interest in the position and in the Company.	<b>O</b>	<input type="checkbox"/>	100 - 90
	<b>V</b>	<input type="checkbox"/>	89 - 80
	<b>G</b>	<input type="checkbox"/>	79 - 70
	<b>I</b>	<input type="checkbox"/>	69 - 60
	<b>U</b>	<input type="checkbox"/>	Below 60
<b>Personality:</b> Outgoing. Quiet. Confident, etc.			

**Appoint:**            Yes             No

**Keep on File:**    Yes             No

**No Thankyou:**    Yes             No

**SALARY:**

## REFERENCE CHECK