

# Application for employment

Position(s) applied for	
Position(s) applied for	
Division and/or location (for office use)	

Please complete the application form in black or blue ink and in BLOCK CAPITALS.

## Personal details

Title		Surname	
Forename		Previous names (if applicable)	
Address			
Home Tel No.		Mobile Tel No.	
Email			
Do you currently have the legal right to work in the UK?		YES/ NO*	*Delete as appropriate
What is your National Insurance Number?			
Do you have a full and current driving licence?		YES/NO*	
Please provide details of any endorsements you have: (include code, date, number of points)			
Do you have use of a private car?		YES/NO*	

## Education

Please complete the following in reverse chronological order.				
DATES		Name and Address of School, University or College	Full Time or Part Time	Subjects Studied, Grade and Qualification (Obtained or Expected, please specify)
From:	To:			

## Further Education

Please complete the following in reverse chronological order.				
DATES		Name and Address of School, University or College	Full Time or Part Time	Subjects Studied, Grade and Qualification (Obtained or Expected, please specify)
From:	To:			

## Skills and abilities

You may continue on an extra sheet of paper and include this with the application form, should you require more space.

Please provide additional comments to support your application. This should include your reasons for applying as well as detailing your skills and experience relevant to the role. You may wish to include details of out-of-work interests that you pursue, if you feel this may be relevant to your application.

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# Employment History

An accurate account of the last 10 years (as applicable) of your career history is required, including periods of unemployment. The full names and addresses of all your previous employers give the (including Recruitment Agencies) are required as references will be taken. If you were self-employed, please as name and address of the accountant(s), if any, who dealt with your finances, well as the name of your company. Please account for any gaps in your career history.

Name and Address of Employer	Dates to include month, year. From: To:	Job Title and Final Salary	Main Responsibilities	Reason for Leaving

You may continue on a separate sheet of paper, should you require additional space. Please include your name on any additional completed sheets and attach to your application form.

## Additional information

Have you previously worked for, or applied to work for, the Countrywide Group?	YES/ NO*	(if yes, please provide details):

Do you have any unspent convictions or any County/High Court Judgements against you? Do not include motoring offences dealt with under the fixed penalty scheme (although note that these matters are separately considered further below with respect to driving licences). Please declare any unspent convictions or Court Judgements. Disclosure does not necessarily prejudice your application, but failure to disclose non-spent convictions could lead to disciplinary action being taken or dismissal.	YES / NO *

What is your current salary and remuneration package	
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How soon would you be able to commence employment?	
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How did you hear about this vacancy ?	
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Which methods do you normally use when searching for potential future positions?

Are there any dates that you would be unavailable for interview?	
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Please advise if you have any special requirements or require any selection process.	reasonable adjustment in relation to the interview or

Do you have any holidays booked? If so, please provide dates:	
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Would you be available for training courses away from home?	
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## Declaration

I declare that the information contained in this form is to the best of my knowledge, true and complete and acknowledge that if it is false or misleading, this may make any offer of employment invalid or lead to termination of employment	Signed	Date
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<p><b>Data Protection Act 1998</b></p> <p>The information you supply on this application form and supporting documents will be stored and processed by Countrywide plc. Countrywide plc requires the data for operational, managerial, regulatory and associated purposes related to your employment and processing of your application. All information will be subject to strict security rules and confidentiality.</p>	<p>I give my consent for Countrywide plc to store and process the information I have provided for the purposes as stipulated and to make any further enquiries considered necessary in pursuing my application for employment or during my continued employment with a company of Countrywide plc .</p>
	<p>Signed</p> <p>Date</p>

# Equal Opportunities Form



The Company is committed to ensuring that all applicants and staff receive equal consideration on the grounds of their suitability and qualification in relation to recruitment, career development, promotion etc., irrespective of their marital status, gender, sexuality, age, colour, race, religion, nationality, disability, ethnic or national origins.

To help us ensure that this policy is working effectively and that we maintain those records we are legally required to keep, you are asked to supply the following information. This form will be filed separately from your personal file and will be used for monitoring purposes only.

The information you supply on this monitoring form will be stored and processed by Countrywide Group. Countrywide requires the data for monitoring purposes as detailed in the above statement. All information will be subject to strict security rules and confidentiality.

By signing this form, you give consent for Countrywide to store and monitor the information provided for the above purposes.

Signature

Date

Name

Date

**Please indicate your sex:**

Female

Male

**Do you consider yourself to have a disability?**

Yes

No

A disabled person under the Disability Discrimination Act 1995 is anyone with a "physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities"

If yes, what is the nature of your disability \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What is your ethnic origin?** (please tick the box that you feel applies to you)

- Asian
- Asian Bangladesh
- Asian Indian
- Asian Pakistani
- Black African
- Black Caribbean
- Black Other
- Oriental
- White British
- White Other
- Other (please specify)

**What is your nationality** (as shown on your passport)? \_\_\_\_\_

**What is your Date of Birth?** \_\_\_\_\_

**What is your marital status?** \_\_\_\_\_

**No of children** \_\_\_\_\_ **Children/s Date/s of Birth** \_\_\_\_\_