

**Please complete in block capitals. Applications should be returned to:**

Aston Group, Moss Lane Romford, Essex RM1 2PT by the deadline shown in the advertisement.

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**Personal details (block capitals please)**

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Position applied for:

Job Reference No:

Last Name:

First Name:

Title e.g. Ms/Mr:

National Insurance No:

Address:

Home telephone No:

Mobile No:

Postcode:

Tel No. Work

Tel No. Home:

Nationality:

Do you need a work permit to work in this country? **YES/NO**

If you already have a work permit when does it expire?

Do you have a valid British driving licence? **YES/NO**

For what class of vehicle:

Do you own a car? **YES/NO**

Details of endorsements:

Please give details of any sickness absence in last two years:

Do you have a disability which may be relevant to your application for the post? **YES/NO**

(This includes a physical or mental health condition, which has lasted or is expected to last at least 12 months, which has an adverse effect on your ability to carry out normal day-to-day activities)

If so please provide details:

If selected for interview, do you require any assistance/adaptions to enable you to attend? **YES/NO**

If **YES** please give details:

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<b>Education</b>		
Secondary school/College/University	Dates attended:	Qualifications gained

**Professional Qualifications**

(state qualifications held with dates and membership of professional bodies with registration number if applicable). P.I.N. NUMBER (if appropriate)

Other relevant Educational or Training Courses:

**Present or most recent employment**

Name and address of employer:

Job title (F/T or P/T):

Telephone number:

Latest salary:

Date of commencement:

Date of termination:

Reason for leaving:

Notice period:

Please outline your responsibilities:

Please provide any dates you are unavailable for interview:

**Previous Employment most recent first (continue on additional page if necessary)**

Date from/ to	Employers name and address	Job title and brief description of duties	Current salary and reason for leaving	Email address and contact details

**Gaps in employment-Please provide information of any gaps in employment:**

From (month/year)	To (month/year)	Reason

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**Additional Information**

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Please use this section to say why you are applying for the post and give any additional information in support of your application. It is important that you use this opportunity to relate your knowledge, skills and experience to the job description of the post for which you are applying. (Continue on a separate sheet if necessary).

Give details of any relationship to any member of staff of management:

Please state where you saw this position advertised:

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**Referees**

Give the name of two referees, at least one of whom should be your recent or present employer.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email:	Email:
In what capacity do you know them:	In what capacity do you know them:
Length of time known:	Length of time known:

Can we contact your current employer prior to any conditional offer of employment? **YES/NO**

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**Criminal Records/Disciplinary Action**

With some exceptions (e.g. Schedule Four offences), having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences.

Are you subject to any current or outstanding disciplinary action or legal proceedings? **YES/NO**

If yes please give details:

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Have you ever been convicted of a criminal offence (unspent only)? **YES/NO**

If yes please give details of all offences, penalties and dates on a separate page.

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**Declaration**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I agree to Aston Group holding and processing this information in accordance with the Data Protection Act 1998.

**Signed:**

**Dated:**

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**Equal opportunities monitoring form-confidential**


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Aston Group is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their age; disability; ethnic origin; gender; sexual orientation and religion or belief. The information is confidential and is not seen by the selection panel. It will be used to monitor our recruitment and selection process and other employment processes. Using this information we can work to ensure that no-one experiences unfair discrimination. You are therefore asked to complete this section and tick the relevant boxes below.

Name:	Position Applied For:
Date of Birth:	

**Ethnicity**

How would you describe your ethnic origin?

**Asian, Asian British, Asian English, Asian Scottish, Asian Welsh**
 Bangladeshi  Indian  Pakistani  Any other Asian background (please specify)

**Black, Black British, Black English, Black Scottish, Black Welsh**
 African  Caribbean  Any other Black background (please specify)

**Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Ethnic group**
 Chinese  Any other Ethnic background (please specify)

**Mixed**
 White & Asian  White & Black Caribbean  White & Black African  
 Any other mixed background (please specify)

**White**
 British  English  Scottish  Welsh  Irish  Irish Traveller  
 Any other white background (please specify)

**Gender**
 Female  Male

**Marital Status**
 Divorced  In a Civil Partnership  Married  Separated  Single  Widowed  Widowed

**Religion or Belief**

How would you describe your religion or belief?

 Buddhist  Christian (including Church of England, Catholic, Protestant and all other Christian denominations)  Hindu  Jewish  Muslim  Sikh  None  Prefer not to say  
 Any other religion or belief

**Sexual Orientation**

How would you describe your sexual orientation?

 Bisexual  Gay man  Gay woman/lesbian  Hetrosexual/Straight  Prefer not to say

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**Disability** Do you have a disability or impairment? This includes a physical or mental health condition, which has lasted or is expected to last at least 12 months, which has an adverse effect on your ability to carry out normal day-to-day activities?  Yes  No  Prefer not to say