

Employment

Application Form

Post applied for

Surname

Forename(s)

Address

Postcode (must be included)

Email address

Home telephone no. (including std code)

Business telephone no. (including std code)

Mobile telephone number

Do you require a work permit?

Yes No

Do you have a National Insurance number?

Yes No

If Yes, enter the number here

You should be able to find your National Insurance number on a payslip, form P45 or P60, a letter from HM Revenue and Customs or Department of Work and Pensions.

Source of application

Other details

Have you been convicted of, or are you currently being prosecuted for any criminal offences?

Yes No

(Declaration is subject to the Rehabilitation of Offenders Act 1974)

If Yes, please give details (Spent convictions need not be revealed as laid down under the Rehabilitation of Offenders Act 1974)

Education and qualifications

Schools	From	To	Examinations taken / Results / Grades
University / College	From	To	Subjects studied / Examinations taken / Results (Hons / Level attained)

Technical, professional, occupational or commercial training

College / Institute	From	To	Type of training / Qualification(s) gained
Membership of professional bodies			Languages (indicate fluency)

Employment history

Name of Present or last Employer

Address

Postcode

Referee's name

Position

Type of business

Position(s) held

Brief description of duties

Salary (approximate)

Starting

Leaving

Dates employed

From

To

Reasons for leaving

Name of Employer

Address

Postcode

Referee's name

Position

Type of business

Position(s) held

Brief description of duties

Salary (approximate)

Starting

Leaving

Dates employed

From

To

Reasons for leaving

Employment history - continued

Name of Employer	<input type="text"/>			
Address	<input type="text"/>			
			Postcode	
Referee's name	<input type="text"/>			
Position	<input type="text"/>			
Type of business	<input type="text"/>			
Position(s) held	<input type="text"/>			
Brief description of duties	<input type="text"/>			
Salary (approximate)	Starting	<input type="text"/>	Leaving	<input type="text"/>
Dates employed	From	<input type="text"/>	To	<input type="text"/>
Reasons for leaving	<input type="text"/>			

Name of Employer	<input type="text"/>			
Address	<input type="text"/>			
			Postcode	
Type of business	<input type="text"/>			
Position(s) held	<input type="text"/>			
Brief description of duties	<input type="text"/>			
Salary (approximate)	Starting	<input type="text"/>	Leaving	<input type="text"/>
Dates employed	From	<input type="text"/>	To	<input type="text"/>
Reasons for leaving	<input type="text"/>			

Please continue on a separate sheet if necessary.

What are your salary requirements? £

Are you in good health? Yes No

How many days absence have you had in the last two years due to illness?

If an offer of employment is made, you will be required to complete a medical questionnaire which may be sent direct to our Occupational Health Specialist who may recommend a medical examination.

Please give details of holiday commitments you may have this year.

Notice required by present employer

Have you any friends or relatives employed by MGM Advantage? Yes No

If Yes, name and relationship

Have you applied to MGM Advantage before? Yes No

If Yes, approximate date and for which position /

Hobbies, sports and interests

Other information / reasons for applying

Please state briefly why you have applied for this position, indicating past achievements, experience and personal qualities relevant to your application and what contribution you would expect to make to the position.

Data protection and declaration

What do we use the information for?

MGM Advantage has a number of uses for the data that is passed to us in respect of staff. Generally this data is used:

- To administer and maintain employment records.
- To administer and maintain staff pension plan records.
- To convert electronic data into a usable format for management information.

If you wish to know more about your rights in respect of Data Protection please contact:

The Data Protection Officer
MGM Advantage
MGM House
Heene Road
Worthing
West Sussex BN11 3AT

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

I confirm that the above information is correct to the best of my knowledge. I consent to MGM Advantage processing, by means of a computer database or otherwise, any information which I provide to them, for the purpose of employment by MGM Advantage.

Signature Date / /

Note: All employment is subject to the receipt of satisfactory references and, where applicable, to a satisfactory medical report.



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Equal Opportunities Monitoring

This section of the application will be detached from your application and will be used solely for monitoring purposes. MGM Advantage recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, age, sexual orientation, religion, disability or belief. We therefore welcome applications from all sections of the community.

Name

White:

British

Irish

Any other white background*

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background*

Black or Black British

Caribbean

African

Any other black background*

Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background*

Chinese or Other Ethnic Group

Chinese

Other Ethnic Group*

*Please specify

Gender Please specify

Date of birth

Do you consider yourself to have a disability?

Yes

No

If yes, please state nature of disability

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

If you wish, you may disclose information in this section about your:

Religion

Sexual orientation

How did you become aware of this vacancy?

Media:

Date:

Reference:



INVESTOR IN PEOPLE

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