



## Job Application Form

### 1. Application Details

POST APPLIED FOR			
Title:		Surname:	
Forenames:			
Home Address :			
Postcode :			
Home Phone Number:			
Mobile Phone Number:			
E-Mail:			
Preferred Contact Method :			

National Insurance Number (if you have one)	
<p>Do you have the Right to Work in the UK?            Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.</p>	<b>Yes or No</b>
Current driving licence (if this is a requirement of this job):	
If YES, type of licence	
Are you related to any employee of Compass Services Group Ltd? If yes, please advise their name(s)	
Where did you hear about this vacancy?	

Please provide us with any dates within the next four weeks that you may not be available for Interview.

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**2. Education/Qualifications** (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc.	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

**3. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

**3. Professional Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**5. Present or Most Recent Employment** (if any)

From		To		Employer (Name & Address)	Job Title	Salary
nth	yr	nth	yr			

Please outline your main duties including who you were responsible to and your reasons for leaving:

**6. Past Employment & Experience** (if any) include voluntary or other relevant experience.

From		To		Employer (Name & Address)	Job Title	Reason for change and salary on leaving
nth	yr	nth	yr			

**7. References** - Please provide the names and addresses of two referees:

Name and Capacity Known	Occupation / Job Title	Address, Telephone Number and Email
1.		
2.		

Do you object to your referees being contacted prior to interview?

Yes  No

## **8. Other information in Support of your Application**

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name.

Please continue on a separate sheet if necessary

## 9. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by **Compass Group** in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I, (print name): \_\_\_\_\_

Consent to **Compass Group** recording and processing the information detailed in this application form. I understand that this information may be used by **Compass Group** in pursuance of its business purposes and my consent is conditional upon **Compass Group** complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

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

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

**Application forms not fully completed may be refused.**

Please return the completed form marked Private and Confidential to:

**HR Department, Compass Group, Unit 21, Denton Holme Trading Estate, Chapel Place, Carlisle, CA2 5DF**

**Alternatively you may email it to [hr@compassservicesgroup.co.uk](mailto:hr@compassservicesgroup.co.uk)**