



Please complete and return to:
HR Department, YESSS House, Foxbridge Way, Normanton WF6 1TN
jobs@yesss.co.uk

Job Application Form

Vacancy title:

Please tell us how you heard about this vacancy:

1. Personal Details

Surname:

Forename(s):

Address:

Postcode:

Mobile No.

Daytime Contact No.

E-mail address:

<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	

2. Education/Qualifications

Place of Study	Study dates	Qualification and Grade	Date obtained

Current Membership of any Professional Body/Organisation

Please give details:

3. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

4. Employment History - Please include any previous experience (paid or unpaid), starting with the most recent first.

Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Start date:

Leave date:

Reason for leaving:

Salary on leaving:

Brief description of duties:

Current Notice Period:

Previous employer(s)

Name of employer:

Address:

Postcode:

Position held:

Start date:

Leave date:

Reason for leaving:

Salary on leaving:

Brief description of duties:

Name of employer:

Address:

Postcode:

Position held:

Start date:

Leave date:

Reason for leaving:

Salary on leaving:

Brief description of duties:

Continue on separate sheet if necessary

5. Licences, Disqualifications, Right to Work in the UK and Convictions

Do you have the Right to Work in the UK? (You will be asked to provide proof of Right to Work later in the recruitment process)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a full driving licence valid in the UK?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have Endorsements? (if yes, please give details including expiry dates)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a LGV licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a FLT licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any convictions which are unspent under the Rehabilitation of Offenders Act 1974? (if yes, please provide details)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

6. Reasonable adjustments/Arrangements for interview

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

7. References

Please give the detail of **two** references who we may contact for referencing purposes. Your referees should include your most recent employer and should cover at least five years employment history. If this is your first job after leaving full time education please provide details of the school or college you last attended. Please note that where no individual name is provided we will address all reference requests to the HR Department of that company.

Name of referee and relationship to you:

Address:

Postcode:	
Email:	Tel:
<i>If you are shortlisted, can we approach this person before interview?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Name of referee and relationship to you:

Address:

Postcode:	
Email:	Tel:
<i>If you are shortlisted, can we approach this person before interview?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

8. Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

In accordance with the General Data Protection Regulation and Data Protection Act, the information provided on this form will only be disclosed to those who have a legitimate reason to see it. The lawfulness of processing this information under the General Data Protection Regulation and the Data Protection Act is for Legitimate Purposes and in compliance with legal obligations and in line with our Job Application Privacy Notice, which can be found in the recruitment section of our website www.yesss.co.uk.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Applicant Signature

Date:



Equality and diversity monitoring form

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. YESSS Electrical wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. Please return the completed form to jobs@yesss.co.uk. The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources department.

Gender Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller
Prefer not to say Any other white background, please write here:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
Any other mixed background, please write here:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write here:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write here:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write here:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual Prefer not to say
If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in: