

Application form

The information you supply on this form will be treated in confidence.
Please be aware that forms with missing information WILL NOT be accepted.

Position applied for:	
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Section 1 Personal details

Last Name: First Name:

Address:

Postcode:

Home Telephone No: NI Number:

Mobile Telephone No:

E-mail address:

Do you consider yourself to have a disability? Yes No

If yes, please give details.

Driving Licence – if relevant to position applied for.
Do you hold a full, clean driving licence valid in the UK? Yes No

You are required to provide evidence for the above details.
Please bring with you:

- Proof of eligibility to work in the UK (Passport/Birth Certificate/Work Permit/Visas)
- Proof of address (bank statement, utility bill etc.) dated in the last 3 months
- Driving Licence
- Car Insurance Certificate

Section 2

Criminal record self-disclosure

Disclosure and Barring Checks/ Identification Verification

Due to the nature of the work, Net Zero Buildings applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members. Any DBS Certificates will be kept on behalf of yourself for the duration of your employment, Net Zero Buildings will not retain disclosure information or any associated correspondence for longer than is necessary.

- Please tick to give Net Zero Buildings authorisation to complete a DBS on your behalf
- Please tick to give Net Zero Buildings authorisation to reapply/check a DBS when necessary

Do you have any convictions or cautions that would not currently be filtered by the DBS?

Yes No

Additional guidance – The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. The term ‘cautions’ includes reprimands and final warnings. You do not need to disclose anything that would be currently filtered from the Police National Computer by the Disclosure & Barring Service. If you’re not sure if your convictions or cautions are filtered, you can find out more from <https://www.gov.uk/exoffenders-and-employment>

If you have answered ‘Yes’, there are two ways of providing further details. (a) Provide the offence dates, dates of conviction/caution, offence types and sentences received below

(b) Provide further details (as above) on a separate document by ticking the box and attaching the details in an envelope attached to this completed form

Section 3 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Section 4 Professional, Technical or Management Qualifications

Please bring original copies.

Professional/Technical/ Management Qualifications	Course Details
Membership of any Professional / Technical Associations- Please state level of Membership:	

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses

Title of Training Programme or Course	Duration of Course

Section 6

Next of Kin

Name:

Relationship:

Address:

Postcode:

Mobile Telephone No:

Section 7

References

Please give the names of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1

Name:

Position
(job title):

Work
Relationship:

Organisation:

Telephone No:

E-mail:

Reference 2

Name:

Position
(job title):

Work
Relationship:

Organisation:

Telephone No:

E-mail:

Section 8

Declaration

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold and will provide original copies of such.
- I understand that any omissions or misrepresentations of information on this application form may, result in disciplinary action, up to and including dismissal

Signed:

Date: