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Countryside Properties

Application Form

Guidance to Applicants

The Countryside Group is a committed equal opportunities employer who aims to recruit and retain the best staff, and endeavours to provide employment opportunities on a fair and equitable basis, taking into account the skills and experience required to perform each job. It strives to ensure that neither its policies nor practices act to disadvantage particular groups or individuals.

It is important to know as much about you as possible in order that our needs be matched with your talents and expectations. Please complete this form as accurately and honestly as you can. The answers you provide may be followed up at interview.

Personal Details

POST APPLIED FOR

SURNAME MR/MRS/MISS/MS/OTHER	FIRST NAME
MAIDEN NAME (where relevant)	OTHER NAMES IN FULL

PERMANENT ADDRESS	TELEPHONE NUMBERS Private Mobile Work Email
Do you own a car? YES / NO Do you have a current Driving Licence YES / NO	Do you have current endorsements? YES / NO If yes, please provide details.
WORK PERMITS (If you are successful in your application, prior to commencement of employment you will be required to provide original documentation showing your eligibility to work in the UK). Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? YES / NO Do you require a work permit/visa to work in the UK? YES / NO	Have you ever been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders legislation? YES / NO If yes, please provide details.

DISABLED CANDIDATES
It is part of our policy that disabled people who apply for employment will not be disadvantaged or receive less favourable treatment.

Are you in good health? YES / NO

Are there any disabilities which may affect your application? YES / NO

Describe the nature of impairment/disability and

a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job;

b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Education and Training (including professional and technical training)

Name of School, College, University	Dates Attended	Details of Courses Attended	Examinations	Results Obtained

Any other relevant training with dates and duration of courses

Please use this space to explain the course your career has taken, mentioning interests you have developed and achievements that you particularly remember. What in particular interests you about this position and what, if you have formulated them, are your idea and ambitions for the future.

Please use this space to provide any other personal information, ie interests/hobbies (give details of pastimes, sports etc)., offices held in social/sports clubs, etc., public duties (JP, local councillor, etc) undertaken.

Current / Most Recent Employment Details

Name and Address of Employer Nature of Business Number of Employees in Company	FOR OFFICE USE ONLY Reference Requested _____ Received _____
Company Turnover (if known)	
Dates Employed From To	
Department Employed In Number of Employees in Department	
Job Title	

Please provide details of any staff you supervise or are responsible for

Starting Salary	Present / Leaving Salary	Other Earnings (Bonus / Profit Share / etc)	Pension / Life Assurance (contributory / non-contributory	Fringe Benefits (Car / Mortgage Subsidy / BUPA / etc)

Note any previous appointments with your present employer on the following page.

Describe your present (or most recent) appointment, indicating to whom you are responsible and for what. What staff budgets and other resources are you responsible for? What are your main responsibilities and what positive contribution have you made whilst in this appointment? Please give some indication of the nature and importance of decisions you had to make.

Previous Employment (most recent first)

Dates Employed	Name and Address of Employer Nature of Business	Positions Held Brief Descriptions of Duties Reason for Leaving	Salary and Fringe Benefits	FOR OFFICE USE ONLY
				Reference Requested _____ Received _____
				Reference Requested _____ Received _____
				Reference Requested _____ Received _____
				Reference Requested _____ Received _____

How soon could you be free to take up a new appointment?

I consent to the Company processing the information contained herein. I understand that, if successful, the information will be used to form part of my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Company will retain the form for a maximum of 6 months, and they may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Declaration: I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Comments:

Interviewed by: _____ _____ Date: _____

Signature: _____

INVESTOR IN PEOPLE