

**EMPLOYMENT APPLICATION FORM**

It is important that you type or write legibly using black ink when completing the form as it will be photocopied. You may supply additional material if relevant but unfortunately it is not sufficient to only send a copy of your Curriculum Vitae. Applications should be returned to Caunce O’Hara & Co Ltd, City Wharf, New Bailey Street, Manchester, M3 5ER.



\* Please refer to job details

Closing date:

Job Ref:

Post applied for:
Dept:

**PERSONAL DETAILS**

Surname:	Title (Prof/Dr/Mr/Mrs/Miss/Ms):
Forename(s):	
Home Address (including postcode):	
Tel no:	Mobile no:
Tel no (Work):	Email (work):
	Email (home):
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
Period of notice in present post:	Are you over 16 and under 65?: Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance no:	Work Permit Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in good health? Yes <input type="checkbox"/> No <input type="checkbox"/> . If not, please state the reason(s):	
How many days sickness absence have you taken in the last two years?	
Have you applied to/been employed by Caunce O’Hara & Co Ltd before? If so, please give details/dates:	
Please give your present/last annual salary and details of any additional benefits/allowances:	
£	
Please note: salary details of appointee may be verified.	

**CURRENT AND PREVIOUS APPOINTMENTS** (please start with most recent)

Employer's name, address and type of business	Positions held (briefly describe duties)	From (mth/yr) To (mth/yr)	Reason for leaving

**EDUCATION AND QUALIFICATIONS**

University/College	Subject	From (mth/yr)	To (mth/yr)	Results (Hons/Level attained)
Technical, professional, commercial or relevant in-house training				
College/Institute	Type of training	From (mth/yr)	To (mth/yr)	Results
Membership of professional bodies / Professional registration				
Secondary School	Examinations passed	From (mth/yr)	To (mth/yr)	Grades

**REFERENCES**

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates your personal tutor could also be appropriate. Relatives may not be given as referees.

1. \_\_\_\_\_ 2. \_\_\_\_\_

Tel no: \_\_\_\_\_ Tel no: \_\_\_\_\_  
 Fax no: \_\_\_\_\_ Fax no: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Job title of referee: \_\_\_\_\_ Job title of referee: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

If you are shortlisted, references may be taken up prior to interview. Please indicate  if you do not wish us to contact your current employer prior to interview.

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed.

**DATA PROTECTION STATEMENT**

Access to this information will be restricted to a limited number of authorised personnel. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at Counce O’Hara & Co Ltd.

I confirm that all the information given on this form is complete and correct by signing below.

Signature: ..... Date:.....

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

Where did you see the post advertised?  
Website: [www.caunceohara.co.uk](http://www.caunceohara.co.uk)

Date of Publication:

**CAUNCE O'HARA & CO LTD  
EQUAL OPPORTUNITIES IN EMPLOYMENT**

**EQUAL OPPORTUNITIES STATEMENT**

Caunce O'Hara & Co Ltd is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, the Company will seek to:

- ensure that prospective job applicants and members of staff are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, sex, disability, family circumstances, race, colour, nationality, citizenship, ethnic origin, social and economic status, religious belief, sexual orientation, marital status or other irrelevant distinction;
- promote good relations between individuals from different groups;
- recognise and develop the diversity of skills and talent within both its current and potential staff;
- foster a culture based on trust and mutual respect;
- undertake a programme of action to make equality policies effective;
- monitor progress towards achieving equality of opportunity on a regular basis;
- communicate to staff, associates and others the promotion of equal opportunities and Company procedures to sustain it.

**MONITORING**

To ensure that Caunce O'Hara's equal opportunities policy is effective, detailed monitoring of applications will be carried out. This necessitates the collection of information regarding applicants' gender, marital status, age, ethnic origin, nationality and disability. This monitoring slip is detached prior to shortlisting and is not seen by staff involved in making shortlisting decisions. The contents of the slip is treated in strict confidence by the Personnel Department. The information provided will form a confidential statistical record/database which will be used for analysis of Caunce O'Hara's Equal Opportunities policy.

Please indicate the option which most closely describes you.

**GENDER**

I am: Female   
Male

DATE OF BIRTH:


NI Number:

Have you ever been convicted of a criminal offence, other than that of a spent conviction under the Rehabilitation of Offenders Act 1974?

Yes  No

Having a current conviction will not necessarily bar you from employment with Caunce O'Hara. This will depend on the nature of the work and the circumstance and background to the offence(s).

If Yes, please give details:

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**ETHNIC ORIGIN**

The following ethnic categories meet the current recommendations of the Commission for Racial Equality:

I am:

**a: White**

British

Irish

Other White background (please complete)

**b: Mixed**

White & Black Caribbean

White & Black African

White & Asian

Other mixed background (please complete)

**c: Asian or Asian British**

Indian

Pakistani

Bangladeshi

Other Asian background (please complete)

**d: Black or Black British**

Caribbean

African

Other Black background (please complete)

**e: Chinese or Chinese British or Other ethnic group**

Chinese

Any other ethnic background (please complete)

Information Refused

**DISABILITY DISCRIMINATION ACT 1995**

Counce O'Hara & Co Ltd wishes to ensure that disabled people are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to be disabled, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following question or to give details.

As defined by the act - a disability is "a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities", do you consider yourself to be disabled?

YES

NO

If appropriate, please describe any requirements which may be necessary for an interview.