



APPLICATION FORM

Your future with David Rozman
Starts right here

So get the ball rolling please take time to complete our application form and return to us.

We'll be in contact.

Please forward the completed application form
via post: 8 Abbeycroft Close, Astley, Manchester, M29 7TJ
via email (as an attachment): hair@davidrozman.co.uk

Further copies of this application form can be downloaded from our website www.davidrozman.co.uk

Name:

Position Applying For:

ABOUT YOU Personal Details – please complete in BLOCK CAPITALS

First Name's

Surname

Home Address

Post Code:

Daytime Tel:

Mobile Tel:

Email Address:

The best time to contact me to arrange an interview is: Morning Afternoon Evening

Please provide us with information about your work experience and qualifications.

Name of present
or most recent
employer

Address

Post code:

Date of Appointment

Job Title

Salary

Brief summary of main duties

Date of leaving

Notice period

Reasons for Leaving (if applicable)

Previous employment for the past 5 years, starting with most recent first (if applicable)

Date Month Year

Employer

Position held

Reason for leaving

Please give details of qualifications you have gained or are working towards

Date from/to

Qualification

Grade

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Your skills and abilities. Please give details of:

other qualifications/specialist training, or any hobbies/interests relevant to this position applied for

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Supporting Information

This is your opportunity to tell us more about your relevant skills, knowledge or experience in support of your application.

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EQUAL OPPORTUNITIES AND DIVERSITY IN EMPLOYMENT

David Rozman has an Equal Opportunities Policy which covers employment. As part of that policy we monitor our applications. Please complete the monitoring form with your application. This information will be used only to monitor how well our policy is working. This information will be removed from your application before any decisions are made relating to your application. This will be in the strictest of confidence. **Thank you for your co-operation.**

ABOUT YOU (continued)

National Insurance Number

Name:

Address:
Post code:

Telephone no:
Email:

Gender: Male Female

D.O.B Do you consider yourself to have a disability? Yes No

What is the nature of your disability?

Please Note: A request for information related to disability is included within the application form in order to comply with our duties under the Disability Discrimination Act 1995. More importantly, we would like to assess any reasonable adjustments/improvements that may need to be made to the workplace.

Please detail any requirements we may need to know about if we were to:

Invite you for an interview

Offer you employment

Please describe your ethnic background

- Bangladeshi
 - Indian
 - Pakistani
 - Any other Asian background
 - African
 - Caribbean
 - Any other Black background
 - White-British
 - White-Irish
 - Any other White background
 - Any other
 - Not known / not provided
- Chinese
 - White and Asian
 - White and Black African
 - White and Black Caribbean
 - Any other Mixed background

The Rehabilitation of Offenders Act

The provisions of the above legislation allow for a person who has been convicted of a criminal offence involving a sentence of not more than 2_ years imprisonment and who has since lived trouble-free for a specified period time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction. However, the provisions do not apply to certain categories of employment. Briefly these categories are as follows:

- 1 Traffic Wardens
- 2 Employment in connection with the provision of social services, being employment which is of a kind as to enable the holder to have access to any of the following classes of persons in the course of his/her normal duties, namely
 - a) Persons under the age of 18 or over the age of 65
 - b) Persons suffering from serious illness or mental disorder of any description
 - c) Persons addicted to alcohol or drugs
 - d) Persons who are blind, deaf or deaf without speech
 - e) Other persons who are substantially and permanently handicapped by illness, injury or congenital deformity.
- 3 Any employment which is concerned with the promotion of leisure or recreational activities for persons under the age of 18 being employment which is of such a kind as to enable the holder to have access to such persons in the course of his/her normal duties.
- 4 Any employment as a lecturer/non teaching staff in an establishment for further education and any other employment which is carried out wholly or partly within the precincts of an establishment for further education, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the establishment for further education in the course of his/her normal duties.

As you have applied for a post in one of the above categories you must give information concerning any previous convictions whether or not they are "spent" within the meaning of the Act. Failure to disclose any conviction could lead to an application being rejected or may later lead to the dismissal of a successful applicant.

Criminal Records Bureau Disclosure Service

Disclosure will be a requirement before an unconditional job offer can be made. It should be noted that having a conviction may not automatically prevent a candidate from receiving an unconditional offer of employment.

Have you ever been convicted of a criminal offence

Yes No

If yes, please give detail

Thank you for completing this section of the application.



REFEREES

Please give details of two people who are willing to give you a reference. One of these should be your present or most recent employer.

Can we approach your current employer before an offer is made? Yes No

Name (1):

Address:
Postcode:

Telephone:

Present Position

Name (2):

Address:
Postcode:

Telephone:

Present Position

How did you hear about this vacancy?



Declaration

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.

Signed

Date

Data Protection Statement

I understand that the information given by me will be treated in confidence and will only be used for administrative, statistical, evaluation and monitoring purposes by the staff of this service or by the funding organisations that my application may be passed to. I understand that other companies that may have suitable vacancies may have access to this information.

Signed

Date