**Application form for external applicants**

**Personal information (confidential)**

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| **Return this form to: Heather Wraith, email: heatherwraith@torchvets.com** | | | | | | | | | | |
| **Position applied for:** | | | | | | | | | | |
| **1. Personal details** | | | | | | | | | | |
| Title: | | | |  | | | | | | |
| Name: | | | |  | | | | | | |
| Address: | | | |  | | | | | | |
| Email: | | | |  | | | | | | |
| Telephone (landline): | | | |  | | | | | | |
| Mobile: | | | |  | | | | | | |
| National Insurance No.: | | | |  | | | | | | |
| Do you hold a current driving licence? | | | | Yes | |  | | | No |  |
| Groups: | | | | | | | | | | |
| Expiry date: | | | | | | | | | | |
| Details of endorsements (if none, please insert N/A) | | | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | | | No |  |
| If no, please provide details | | | | | | | | | | |
| **2. Education** | | | | | | | | | | |
| Please provide your education history here: | | | | | | | | | | |
| School/Colleges/University | | | | | | Qualification gained | | | | |
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| **3. Employment history** | | | | | | | | | | |
| Name and address of employer(s) | | Job title and main duties | | | | | Date of departure and reason for leaving | | | |
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| Please give details of, and provide an explanation for, any time when you were not working or in full-time education: | | | | | | | | | | |
|  | | | | | | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | | | |
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| **4. Personal development** | | | | | | | | | | |
| Please include any courses, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | | | | | | | | |
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| Have you made a previous application to the company? If yes, when and what was the outcome? | | | | | | | | | | |
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| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | | | |
|  | | | | | | | | | | |
| **5. References** | | | | | | | | | | |
| Please note here the names, company name (where applicable), addresses and email addresses of two persons from whom we may obtain both work and character references. *Note: We will only follow these up if we are considering making a job offer.* | | | | | | | | | | |
| 1. | | | | | 2. | | | | | |
| **6. Criminal record** | | | | | | | | | | |
| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state: | | | | | | | | | | |
|  | | | | | | | | | | |
| **7. Data protection statement** | | | | | | | | | | |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available from our HR Manager. | | | | | | | | | | |
| **8. Declaration** | | | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). | | | | | | | | | | |
| **Signed:** | | | | | **Date:** | | | | | |
|  | | | | |  | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | | | |
| **9. Equal opportunities monitoring form** | | | | | | | | | | |
| Personal information is collected by Torch Farm & Equine Ltd for monitoring purposes only and will not be used in any decisions affecting you.  This page is an optional part of our application form. The responses you do give will assist us greatly in our commitment to equal opportunities within our company and will be kept strictly confidential. | | | | | | | | | | |
| 1. Gender: which of the following best describes your gender? | | | | | | | | | | |
| Male | Female | | Prefer not to say | | | | | Prefer to self-describe | | |
|  |  | |  | | | | |  | | |
| Option to self-describe |  | | | | | | | | | |

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| 1. Disability: do you consider yourself to be disabled? | | |
| Yes | No | Prefer not to say |
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| Under the Disability Discrimination Act, a disability is defined as a ‘Physical or mental impairment that has a substantial and long-term adverse impact on the ability to carry out normal day to day activities. | | |

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| 1. Ethnicity: what is your ethnic group? | | | |
|  | Arab |  | White: British |
|  | Asian or Asian British: Indian |  | White: Irish |
|  | Asian or Asian British: Pakistani |  | White: Other |
|  | Asian or Asian British: Bangladeshi |  | If any other ethnic group |
|  | Asian or Asian British: Chinese |  | Your own definition (please specify) |
|  | Asian or Asian British: Other |  |  |
|  | Black or Black British: African |  | Prefer not to say |
|  | Black or Black British: Caribbean |  |  |
|  | Black or Black British: Other |  |  |
|  | Mixed: White and Black Caribbean |  |  |
|  | Mixed: White and Black African |  |  |
|  | Mixed: White and Asian |  |  |
|  | Mixed: Other |  |  |

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| 1. Age | | | | | | |
| 16-24 | 25-34 | 35-44 | 45-54 | 55-64 | 65+ | Prefer not to say |
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