

Secondary Education

School name/address	from	to	Examinations (subjects/results etc)

Further/Higher Education and Training

College/University etc	from	to	Type of Course	Subject	Qualifications

Occupational qualifications/Institute Membership

College/Institute of other name	from	to	Qualification/Level

Community/Volunteer Experience

Name & Address of Organisation	from	to	Position/Title	Duties

Please give reasons why you feel you are suitable for this position.

Interests/Hobbies

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act).

Personal referees (not members of your family)

Name.....

Name.....

Address.....
.....

Address.....
.....

Occupation.....

Occupation.....

Telephone no.....

Telephone no.....

Recruitment Policy

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status.

I authorise the company to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.

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.....

EQUAL OPPORTUNITIES MONITORING

Job applicants will be treated equally irrespective of gender, marital status, age, disability, race, nationality, ethnic origin or religion. They shall not be disadvantaged by any conditions or requirements related to employment which cannot be shown to be justifiable. **HETA Limited** ensures that its operational policies and procedures will be regularly reviewed, to ensure the promotion of equality of opportunity in employment and prevention of discrimination.

HETA Limited will ensure that the selection criteria for all current and prospective employees will include consideration of the relevant aptitudes, skills, abilities and qualifications of each applicant. We are an equal opportunities employer. You are requested to complete the following statement, detach it from the application form and place it in a separate envelope. Completion is voluntary. (This form will not be used as a basis of selection but will help us to determine whether our advertisements are reaching a cross section of the population).

I consider my ethnic background to be:

Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	White European	<input type="checkbox"/>	Other	<input type="checkbox"/>

(please specify)

Do you: Own a car? Yes/No
Have a current driving licence? Provisional Full HGV No
Have any current endorsements? (give details)

Are you in good health? Yes/No

To enable us to support you, please describe any disabilities/medical conditions.