



**Utopia
Bathroom
Group
Limited**

PRIVATE AND CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

*Please use block capitals throughout,
when completing by hand.*

Position applied for: _____

Title: _____ Surname: _____

Forenames: _____

Address (inc postcode): _____

e-mail address: _____

Telephone No. (inc code): Home: _____ Work: _____ Mobile: _____

May we contact you at work? Yes _____ No _____

Employment history during the last 10 years **Beginning with most recent**

Present/last employer: _____ Type of business: _____

Job Title: _____

Address: _____

Type of work and main duties & responsibilities: _____

From: _____ To: _____ Present/leaving pay £ _____ per _____

State reason for leaving: _____

Notice required or earliest start date: _____

Employer: _____ Type of business: _____

Job Title: _____

Address: _____

Type of work and main duties & responsibilities: _____

From: _____ To: _____ Present/leaving pay £ _____ per _____

State reason for leaving: _____

Employer: _____	Type of business: _____
Job Title: _____	
Address: _____	
Type of work and main duties & responsibilities: 	
From: _____	To: _____ Present/leaving pay £ _____ per _____
State reason for leaving: _____	

Employer: _____	Type of business: _____
Job Title: _____	
Address: _____	
Type of work and main duties & responsibilities: 	
From: _____	To: _____ Present/leaving pay £ _____ per _____
State reason for leaving: _____	

SUMMARY OF OTHER WORK AND ALLIED EXPERIENCES. e.g. travel, unpaid or volunteer work

EDUCATION & QUALIFICATIONS

Schools	from	to	Examinations and grades
College/University	from	to	Courses and grades/classifications
Further education and formal training	from	to	Courses and results

Professional memberships and qualifications (inc level):
(Please attach copies of any relevant certificates)

Job related training courses attended in the last 3 years:

PERSONAL STATEMENT

Please use the space below (and extra sheets if necessary) to explain why you are applying for this job and how your experience, personal qualities & skills help to make you a suitable candidate:

INTERESTS

Please give brief details of pastimes, hobbies, sports:

OTHER INFORMATION

National Insurance Number:								
Do you have a current valid UK driving licence?		Yes		No				
Driving Licence Number:								
Have you previously worked for Utopia?			If YES, when?					
Do you know any employee currently working for Utopia?				Yes		No		
If YES, please give names and relationship?								
Please state the number of days you have been absent from work due to illness/injury in the past 12 months:								
Please give details:								
Please give details of any medical conditions or illnesses about which we should be aware. e.g. dyslexia, epilepsy, asthma, high blood pressure								
Do you require a work permit to work in the UK? <i>(Asylum & Immigration Act 1996. This applies to people who are not normally resident in the UK or nationals of the European Economic Area, which covers the EU states together with Iceland and Norway)</i>							Yes	
							No	
Have you ever been convicted of a criminal offence? <i>Having a criminal record will not necessarily bar you from working with us. (Declaration subject to the Rehabilitation of Offenders Act)</i>							Yes	
							No	

REFERENCES

Please give the names of two employment referees, personal references will not be accepted.
(no referees will be contacted without your prior permission).

Name: _____ Occupation: _____ Address: _____ Telephone: _____	Name: _____ Occupation: _____ Address: _____ Telephone: _____
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I authorise the company to obtain references and carry out checks as required e.g. Criminal Records, Credit Reference, Anti Terrorism to support this application 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.

Signature :

Date :

How were you introduced to this vacancy? _____

(Agency/Newspaper Advertisement/Internet Advertisement/Inspace Website/Other Website/Employee Referral/Careers Fair)

If Employee Referral, please give Employee name: _____

If Other Website, please give website name: _____

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, disability, national origin, sex, sexual orientation, marital status, religion, or beliefs.

DATA PROTECTION ACT 1998: The information supplied on this form is being collected as part of Utopias recruitment & selection procedures. If you are successful with your application the information will be kept on record but not disclosed to any third parties without your consent. The application forms of unsuccessful candidates may be retained for three months, after which time they will be destroyed by shredding.

PERSONAL INFORMATION MONITORING FORM: Personal information entered below will be used for the purposes of statistical monitoring. It will not be used during the recruitment and selection process and will have no effect upon your application.

Gender: Male Female Prefer not to say

Sexual Orientation: Homosexual Bisexual Heterosexual Prefer not to say

Marital Status: Cohabiting Divorced Married Prefer not to say
Single Widowed Civil Partnership

Date of Birth: _____ Prefer not to say

Disabilities:

Under the DDA 1995 section 1 (1), a 'Disabled Person' is defined as a person with: 'A physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.'

Do you consider that you come within this definition? Yes No Prefer not to say

Please state the nature of your disability: _____

Ethnic Origin: Please mark/complete only ONE category.

White British <input type="checkbox"/>	White Irish <input type="checkbox"/>	Any other White <input type="checkbox"/>	Any other Mixed <input type="checkbox"/>
White & Black Caribbean <input type="checkbox"/>	White & Black African <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Any other Asian <input type="checkbox"/>
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>	Any other Black <input type="checkbox"/>	
Chinese <input type="checkbox"/>	Any Other <input type="checkbox"/>		

Religion: Please mark/complete only ONE category

Bahai'i <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jainist <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Rastafarian <input type="checkbox"/>
Sikh <input type="checkbox"/>	Zoroastrian <input type="checkbox"/>	Agnostic <input type="checkbox"/>	Atheist <input type="checkbox"/>
Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>		