

External Application Form



HR Office
 PO Box 308
 Waltham Cross
 EN9 1ZN

Tel: 01992 703782 Fax: 01992 807389
 Email: HR@marstongroup.co.uk

Applications should be completed **clearly and legibly with a black ballpoint pen** or, if possible, completed on a computer, to facilitate photocopying and returned to the HR Department before the closing date.

IF YOU ARE ATTACHING A CV ONLY COMPLETE SECTIONS 1, 2, 3, 4, 5, 10, 11 & 12

Section 1 – Vacancy Details

Reference number:	
Post applying for:	

Where did you see the advertisement for this post?	
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Section 2 – Personal Details

Last name:		First names:		Title:	
Address:					
		Postcode:			
Date moved into address:					
Email address:					
Home Tel:		Mobile:			
National Insurance Number:					
If you are invited to interview you will be required to provide proof of your right to live and work in the UK. (please see enclosed Criminal Records Bureau (CRB) Application form for a list of acceptable identification) I can provide confirmation that I am entitled to live and work in the UK: <input type="checkbox"/> Yes <input type="checkbox"/> No					

Section 3 – Driving Qualification

This section is required for all positions, which involve driving including the position of Enforcement Agent.

Do you hold a full current driving licence? Yes No

Is your driving licence free of endorsements? Yes No

If not please give details of any points, convictions, including any pending convictions below:

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Would you be willing to use your own vehicle for company business? Yes No

Section 4 - Personal Character (checks are carried out on all successful applicants prior to engagement)

4a - County Court Judgements:

Have you had any County Court Judgments (CCJ's) entered against you?
or been declared Bankrupt in the last 5 years?

Yes No

4b - Criminal Convictions Declaration – To be completed for all positions

Please declare any criminal convictions against you excluding any convictions, which are “spent” under the Rehabilitations of Offenders Act 1974. If appropriate, please state NONE TO DECLARE.

Date of Court	Crime or Offence	Court at which Convicted	Outcome

4c - Criminal Convictions Declaration – To be completed for Enforcement/Attending positions only

Because of the nature of the role for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Have you **ever** been charged/reported by the police for any crime/offence or received an official police or procurator fiscal warning or caution?

Yes No

If **YES**, give particulars as follows:

Date of Court	Crime or Offence	Court at which Convicted	Outcome

Are you awaiting the outcome of any police enquires against you?

Yes No

If **YES**, give particulars as follows:

Date of Incident	Place of Incident	Nature of Charge of Complaint	Date of Trial or Hearing

Section 5 - Reason(s) for applying and Suitability for the post

Please say why you are interested in the post and describe how your skills and experiences equip you for this role. You need to give examples of how they relate to each core competence of the attached job description and person specification. Please continue on to a separate sheet in necessary.

IF YOU HAVE PROVIDED A CV PLEASE LEAVE SECTIONS 6, 7, 8 & 9 BLANK

Section 6 - Employment

Please show us what you have been doing and what you consider to be most relevant to support your application. Please include any part-time and unpaid or voluntary work you may have done.

Are you currently employed? Yes No

Are you currently self-employed? Yes No

If you are currently **self-employed**, please **also** complete section 6c.

Present Post:			
Employer:			
Address of Employer:			
Tel. No:		Email Address:	
Brief outline of present duties:			
Salary:	£		
Period of Service: From:		To:	
What period of notice are you required to give your present employer?			

Please note: We will only contact current employers for a reference if you are successful at interview. Formal offers of appointment are not made until a current / most recent employer's reference has been obtained.

6b - Other employers' details (if current is less than 6 years)

Please give details of any other employers you have worked for in the last 6 years to support your application, with the most recent first.

Name and address of employer	Position held	Period of employment (start and end dates)	Reason(s) for leaving

6c - Self-employment

If you have been self-employed at any time, please describe the nature of your business and if you were a sole trader or limited company, the dates of its operation, and reason for ceasing (if applicable).

Section 7 - School / College / University establishment details

If you are **still in or left full-time education within the last 12 months**, please provide the following details:

Name of latest school / college / university	
Address and postcode of education establishment	
Period of attendance <i>(please give start and end dates)</i>	From: _____ To: _____
Name of tutor or head teacher who is familiar with your work and conduct whom we may contact for a reference.	

Section 8 - Other career history

If any period during your employment / work experience remains unaccounted for (ie there are gaps), please give full details here, including dates (e.g. raising a family, periods of unemployment, etc.). You may also give details of any voluntary work undertaken (use a separate sheet if needed).

Section 9 – Education and Training

Education

Please give full details of the examinations you have taken in date order (most recent first), or are about to take, e.g. Higher level qualifications such as diplomas, degrees, etc., followed by any General Certificate of Secondary Education, General Certificate of Education, Certificate of Secondary Education, or equivalent. If you are relying on qualifications obtained in another country please give full details. Qualifications will be verified.

Date taken	Name of exam <i>(e.g. Degree, A Level, GCSE, GCE, CSE, NVQ etc)</i>	Level <i>(e.g. Level 2, Ordinary, Advanced)</i>	Full title of each subject taken <i>(e.g. Business Administration, English, Mathematics)</i>	Grade or mark <i>(if awarded)</i>

Please give details of any relevant non-academic certificates you have, or training that did not provide a formal qualification (e.g. First Aid, computer skills such as Microsoft Word or Excel)

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Section 10 – References

If successful at interview, can we contact your current/last last employer for a reference? Yes No

Please also provide details of a suitable and willing character reference that has known you for at least 5 years.

Name	Address	Relationship

Section 11 - Data Protection & Verification

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment/selection. Where the application is successful the organisation may, from time to time, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Acts 1984 and 1998. Please note that the organisation may approach third parties, including Credit Reference Agencies, the Criminal Records Bureau (CRB), and referees to verify the information you have given including your address. By signing this form you will be providing the organisation with consent to all these uses.

Section 12 – Declaration

I declare to the best of my knowledge and belief, all particulars are complete and true.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and or association and render me liable to dismissal or conclusion of contract.

I understand that any job offer is subject to checks including a disclosure check, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the company as satisfactory.

I understand that it is my responsibility to ensure that the Inland Revenue Department, Department of Work & Pensions, Child Support Agency and any other Government Agency (where applicable) are notified of any payments made to me by the Marston Group.

Criminal Records Bureau disclosure: I understand that, if my application is successful, appointment to the post may be subject to a satisfactory Criminal Records Bureau disclosure check.

Name
(type or use CAPITAL letters please)

Signature

Date

Thank you for completing this form. Please either email it to HR@marstongroup.co.uk or return the form to the address given at the top of page one.

Please contact us if you need the application form in an alternative format or if you need any adjustments when attending an interview.

If you return the form by post, please ensure you pay the correct postage.



**Basic & Standard
Criminal Record Application**

HR Office
PO Box 308, Waltham Cross, EN9 1ZN
Tel: 01992 703782 Fax: 01992 807389
Email: HR@marstongroup.co.uk

To be completed for the position of Enforcement, Attending, Levy, Field Services Agents

Because of the nature of the role for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are therefore not entitled to withhold information about convictions, cautions, warnings or reprimands, which for other purposes are “spent” under the provision of the Act, and in the event of employment any failure to disclose such convictions, cautions, warnings or reprimands could result in dismissal or disciplinary action.

ALL previous convictions, cautions, warnings and reprimands must be disclosed below.

In considering the recruitment of ex-offenders, only relevant offences to the post are considered when deciding whether or not to bar an applicant from employment (further information is available on request).

Please complete the below details in full and **bring along with 3 forms of ID** as listed over.

DO NOT SEND THESE DOCUMENTS IN THE POST – BRING THEM WITH YOU TO INTERVIEW

Forenames: (Including all middle names)	
Surname:	
Previous Name(s) (i.e. Maiden Name)	
Date Name Changed (i.e. date married)	
Mothers Maiden Name	
Town & Country of Birth	
National Insurance Number	

Full addresses for the last 6 years, please continue on to a separate sheet if necessary

Current Address	Previous Address if current is less than 6 years	Previous Address if 2nd is less than 6 years
Date moved in:	Date moved in: Date moved out:	Date moved in: Date moved out:

Documents Required for Criminal Records Bureau (CRB) Checks

WARNING

**You must provide original documents, photocopies cannot be accepted
Your Name & Address on all documents must be same without any spelling error**

If your passport shows 'John Smith' then so must the other documents
The address on the drivers licence or passport must be the same as the one
on the utility bill or bank statement etc.

To enable us to request a CRB, you are required to provide original documents as stated below:

- At least two documents from '**Category 1**' (one of which must be a photo ID, such as top three options 'A Valid Passport' etc) and one document from '**Category 2**' which must be a utility bill, less than 3 months old showing your current address.
- If only one document from '**Category 1**' is available (must be a photo ID), then it must be supported by **two** documents from '**Category 2**' , one of which must be a utility bill, less than 3 months old showing your current address.

Documents of Category 1
A Valid Passport
A UK Driving Licence
Valid Photo Identity Card (EU countries only)
UK firearms Licence
An Original BRITISH Birth Certificate (issued within 12 months of the date of birth)

Documents of Category 2	
A BRITISH Birth Certificate (older than 12 months from date of birth)	
Marriage Certificate	
Certificate of British Nationality	
Valid Vehicle Registration Document	
Valid NHS Card	
National Insurance Card	
Exam Certificate	
Connexions Card	
The following Category 2 documents must have been issued within the past 12 months	The following Category 2 documents that must be less than 3 months old
Mortgage Statement	Mail Order Catalogue Statement
P45/P60 Certificate Statement	Correspondence Documents (benefits agency, employment service, inland revenue, local authority)
Valid TV Licence	Bank/Building Society Statement
Valid Insurance Certificate	Credit Card Statement
British Work Permit / Visa	Store Card Statement
Financial Statement (pension, endowment, ISA, etc)	Addressed Payslip
Court Summons	Utility Bills (electricity, gas, water, telephone, mobile phone)
Child Benefit Book	
Council Tax Statement	



Diversity Monitoring Form Human Resources Department

Name:

Part A: Age & Ethnicity

Marston Group is committed to equality of opportunity and has a policy that all applicants will be recruited, trained and promoted according to ability and job requirements. No employee or potential employee will receive less favourable treatment due to their race, nationality, colour, ethnic or national origins, religion or belief, sex, marital or civil partnership status, disability, AIDS/HIV status, sexual orientation, age, gender reassignment, pregnancy or other irrelevant factor.

We want to ensure this policy is working and to take steps to ensure further progress is made to achieve equal opportunities and diversity. We are therefore asking you to complete the following questionnaire. Your answers will be treated confidentially and will not be passed on to interviewers or selection panels. May we thank you in advance for your co-operation.

Age (Please specify your date of birth below):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Ethnic Background (please tick the appropriate box)

A) White

- British
- Irish
- Any other White background

B) Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other Mixed background

C) Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

D) Black or Black British

- African
- Caribbean
- Any other Black background

E) Chinese or Other Ethnic Group

- Chinese
- Any other Ethnic Group
- (Please specify)*

Gender

- Male
- Female

Sexual Orientation

- Lesbian or Gay
- Bisexual
- Heterosexual
- Other

Religion or belief

- | | |
|------------------------------------|---------------------------------|
| Christian <input type="checkbox"/> | Muslim <input type="checkbox"/> |
| Buddhist <input type="checkbox"/> | Sikh <input type="checkbox"/> |
| Hindu <input type="checkbox"/> | None <input type="checkbox"/> |
| Jewish <input type="checkbox"/> | |

Other *(please specify)*

Marital Status

- Married
- Single
- Divorced
- Separated
- Widow/Widower
- Civil partnership

Other *(please specify)*

Part B: Disability Monitoring

The Equality Act 2010 defines a disabled person as someone with 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. For the purposes of the Act, these words have the following meanings:

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

http://www.direct.gov.uk/en/DisabledPeople/RightsAndObligations/DisabilityRights/DG_4001068

Do you consider yourself to be disabled as defined in the Equality Act 2010?

Yes

No

If yes, please tick, which boxes apply:

Deaf or hearing impaired

Blind or visually impaired (including colour blindness)

Musco-skeletal (co-ordination/dexterity/mobility etc)

Mental health (anxiety, depression, obsessive compulsive disorder (OCD) etc)

Learning disabilities (including dyslexia)

Other e.g. physical or mental conditions such as diabetes, epilepsy, arthritis, asthma (please specify below):

If invited to interview or selected to attend a training course do you have any specific requirements in order to give you an equal opportunity to confirm your ability, if yes please specify below?

Please return the completed questionnaire together with your application form.