

For Office use only

Please complete all sections of the application form. You must read the relevant guidance notes on how to complete the form. Please return all complete forms to:

The Personnel Department Telephone: 020 7440 8750
 19/20 High Holborn Fax: 020 7404 4859
 London E-Mail: personnel@ryman.co.uk
 WC1V 6BS

RBI		
HOLDBI		
HOLDAI		
RAI		
OFFER		
CANDIDATE NO		

PLEASE COMPLETE IN BLOCK CAPITALS

POSITION APPLIED FOR

Position Applied for:		Reference No. if applicable:					Date when free to start		
What hours can you work per week (please complete the boxes below to indicate what days and hours per day you can work)		Sun	Mon	Tues	Wed	Thurs	Fri	Sat	What is the maximum number of hours per week you can work
Start time									Hours
Finish time									

PERSONAL DETAILS

Surname		First Name(s)			Any previous names i.e. Maiden name	
Address (including postcode)						
Daytime number		Home number		Mobile		E-Mail address
Do you have the right to work in the UK? please tick one box Yes <input type="checkbox"/> No <input type="checkbox"/>		If NO, do you need a work permit to work in the UK please tick one box Yes <input type="checkbox"/> No <input type="checkbox"/>			National Insurance Number	
Do you have outstanding holiday arrangements? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please specify dates _____						

CURRENT OR MOST RECENT EMPLOYMENT

Full name(s) and address of your current or last employer		Telephone Number:	
		Email address:	
Postcode:			
Date started:	Date left:	Reason for leaving:	
Job title:	Current salary:	Current notice period:	

PREVIOUS EMPLOYMENT & REFERENCE DETAILS

Please enter details of all your work experience, including periods of non-employment, unpaid work, voluntary work and study. You must explain all gaps, and Managers will check any issues if you are invited for interview. We have the right to ask any of your previous employers for a reference. Please read the back of the monitoring sheet for guidance notes on how to fill in this section. The Company will request in writing 5 years of employment history. **If you have worked for more employers than the application form allows please complete on a separate sheet.**

1.Full name and address of your previous employer: Name of Company:	2.Full name and address of your previous employer: Name of Company:
Postcode:	Postcode:
Phone number:	Phone number:
Fax No.:	Fax No.:
Email:	Email:
Position held:	Position held:
Name of referee:	Name of referee:
Brief description of duties:	Brief description of duties:
Dates of Employment From: _____ To: _____	Dates of Employment From: _____ To: _____
Reason for leaving:	Reason for leaving:

3.Full name and address of your previous employer: Name of Company:	4.Full name and address of your previous employer: Name of Company:
Postcode:	Postcode:
Phone number:	Phone number:
Fax No.:	Fax No.:
Email:	Email:
Position held:	Position held:
Name of referee:	Name of referee:
Brief description of duties:	Brief description of duties:
Dates of Employment From: _____ To: _____	Dates of Employment From: _____ To: _____
Reason for leaving:	Reason for leaving:

EDUCATION/QUALIFICATIONS

Please give details of your educational history – putting the most recent first. List all schools, colleges, universities etc you have attended. If we invite you to an interview, we will ask you to provide original proof of any relevant qualifications if necessary.

Name and address of establishment	Qualifications	Date(s)
Tutor(s) name (for university or college only) Establishment		Date course started: Date course finished or expected to finish:
Tutor(s) name (for university or college only) Establishment		Date course started: Date course finished or expected to finish:
Tutor(s) name (for university or college only) Establishment		Date course started: Date course finished or expected to finish:
Tutor(s) name (for university or college only) Establishment		Date course started: Date course finished or expected to finish:

TRAINING

Please give details of any relevant qualifications, courses or training that you have taken and may assist your application

Qualification, course or training	Organising body	Date

DRIVING LICENCE

Only complete this section if driving is a requirement of the job you have applied for.

Do you hold a current full driving licence YES NO please tick one box

Do you hold a valid HGV/LGV driving licence YES NO please tick one box

RELEVANT JOB INFORMATION

We need as much information as possible about your skills, knowledge and experience. Please use extra A4 sheets, if necessary, and attach them to your application.

Even though you may have enclosed a CV, please complete this section.

DECLARATION	
<p>Are you related to or know anyone who works for the Company?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> please tick one box</p>	<p>If YES, please give details of the name of the person, their job or position and branch if known.</p> <p>_____</p>
<p>Do you have any business or financial interest which might conflict with the duties of the job which does include working for a competitor</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> please tick one box</p>	<p>If YES, please give details.</p> <p>_____</p> <p>_____</p>
<p>Please sign below to show that you have read the guidance notes on the back of the monitoring sheet when completing this application, and that you agree to us using the personal information you have given with this job application to assess your suitability. We must protect the funds that we handle and may use the information you have supplied to prevent and detect fraud. We may also share this information with other parts of the Group that handle funds.</p> <p>I also understand that any offer of employment is subject to the Company obtaining satisfactory references and evidence that I have eligibility to work in the UK. By signing the declaration on this page and the referencing sheet I will also be authorising previous employers to serve as a reference and to release information to Ryman Limited for the purpose of obtaining employment.</p> <p>If you do not give your permission, we will not be able to consider your application for employment.</p> <p>As far as I know and believe, all parts of this form and any other supporting documentation that I have provided have been completed fully and accurately. If I am appointed to the post, I understand that if the information I supply is not accurate, misleading or is false, you could withdraw an offer of employment or dismiss me.</p> <p>Signature: _____ Date: _____</p>	

FOR OFFICE USE ONLY		
<p>INTERVIEWER:</p> <p>Please print name and signature</p> <p>Name: _____</p> <p>Signed: _____</p>	<p>DATE:</p>	<p>TIME:</p>

Candidate Name:

DIVERSITY MONITORING

To ensure we achieve our aim to be an "employer of choice" and our commitment to diversity, we welcome applications from all communities irrespective of race or ethnic origin, gender, disability, age, sexuality, marital status, religion or belief or caring responsibility.

In order to assist us monitor and evaluate the delivery of our vision for diversity and equal opportunities, we would appreciate it if you could complete this monitoring form. If you do not wish to complete any section of the form please leave it blank.

We will separate this form from the main application form and will not give it to the panel that is shortlisting the application forms. We will treat your answers as strictly confidential and will only use the information you provide for monitoring purposes.

How you fill in this form has no connection to how we assess your application. We will use the information you provide on this form to produce anonymous statistics to help us with equal opportunities. Thank You

Position applied for:		Reference number if applicable:
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Where did you see the job advertised
Age:	Date of Birth (for pension and life assurance purposes only)	

ETHNIC ORIGIN

How would you describe yourself (categories are based on the 2001 census)?

Please tick an appropriate box

A White	B Mixed	C Asia or Asian British	D Black or Black British	E Chinese or other ethnic group
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	
	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
Any other White background, please specify	Any other mixed background, please specify	Any other Asian background, please specify	Any other black background, please specify	Any other, please specify
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RELIGIOUS BELIEF

What is your religion (categories are based on the 2001 census)?

None Christian Buddhist Hindu Prefer not to say
 Muslim Jewish Sikh Other

(Please give details)

NEXT OF KIN DETAILS	
Please read the back of the monitoring sheet for guidance notes on how to complete this section.	
Contact 1	
First Name:	Surname:
Address:	Relationship i.e. Mother, Father, Friend etc.
Daytime Telephone No.:	Evening Telephone No: Mobile:
Contact 2	
First Name:	Surname:
Address:	Relationship i.e. Mother, Father, Friend etc.
Daytime Telephone No.:	Evening Telephone No: Mobile:

REFERENCING

IMPORTANT INFORMATION PLEASE READ AND SIGN THE DECLARATION BELOW.

Any offer of employment is subject to the Company receiving satisfactory references and evidence of your right to work in the UK. The Company will terminate or withdraw an offer of employment if satisfactory references and eligibility documentation are not received.

The Company requires to request up to at least five years of employment history and/or educational history.

By signing the declaration below you will be authorising any previous employers or establishment to release such employment/educational details for the purpose of obtaining employment.

I hereby authorise Ryman Limited to request reference details if I am offered suitable conditional employment and for my previous employers and/or establishments to release such information as requested.

Signed _____ Dated _____

Print Name _____

Student No. (if applicable) _____

GUIDANCE NOTES

Data Protection Act 1998 (this applies to the entire application form)

We will use the personal information you have supplied in the application form and in any supporting documents to assess how suitable you are for the job you have applied for and to monitor how effective, efficient and fair our recruitment and selection process is.

We may also use this information in internal proceedings to consider a complaint about the recruitment and selection process or to defend ourselves against a legal challenge on the fairness of the recruitment and selection process. For these reasons, we will keep the information you provide for three months if you are not shortlisted for a job after which your application will be destroyed.

We will check the information you supply with other people and organisations to confirm some of the facts you supply in your application (referees, previous employers, educational establishments, examination bodies and so on).

Section Convictions of the application form – Rehabilitation of Offenders Act 1974

Telling us about a criminal record may not necessarily prevent you from being offered a job.

We may consider:

- The type of offence
- The time since it happened
- Your age at the time; and
- Any other relevant factors

When we make a decision on whether to offer you a job. Some convictions are never considered 'spent' under the terms of the Act.

Section Previous Employment & Reference Details - of the application form

Please provide names and addresses of any previous employers and/or personal referees so that we can contact them to obtain a reference for you. If you have not worked before, please give details of teachers, lecturers or others who know you well enough to comment on your ability to do the job. Please **do not** use friends or relatives as referees. The Company may also contact any other previous employer for references if deemed necessary. Any offer of employment is subject to the Company receiving satisfactory references. The Company will terminate or withdraw an offer of employment if satisfactory references are not received.

By signing the declaration you will be authorising previous employers to release such employment details.

Section Monitoring - of the application form

This section of the application form is separated from the application form and input on our computerised personnel record system. This is used to produce anonymous statistics to assist us with equal opportunities. No information will be passed to a third party unless we obtain your prior authorisation to do so.

Section Disability

Some of the positions within the Company require manual handling. By answering this section, you will not prejudice your application in any way but will provide the Company with a clearer insight to any medical conditions you may have or have suffered. It will also assist the Company to make any reasonable adjustments if necessary to make your interview and/or employment more comfortable and enjoyable.

Next of Kin Details

The Company requires this information which is kept strictly private & confidential in cases of emergency whereby we may need to contact someone on your behalf.