Application for Employment

System Q Ltd, Turnoaks Business Park, Hasland, Chesterfield, S40 2WB

Email: careers@systemq.com **Tel: 01246 200 000** **Fax: 01246 222 888**

Position Applied for:

Where did you hear about this position?

Personal Details

Title: Mr/ Ms / Mrs / Miss / Other

Forename: Surname:

Address:

Postcode:

Email Address:

Telephone No: Mobile No:

Marital Status Date of Birth:

Do you have a full clean driver's licence? Yes ☐ No ☐

Disability Discrimination Act 1995

The Disability Discrimination Act 1995 protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to your working arrangements or your working environment provided it is reasonable in the circumstances to do so.

Do you have a health problem or disability which may be relevant to your job application? Yes ☐ No ☐

If 'Yes', what is the nature of your health problem or disability? Are there any adjustments we should consider during the recruitment processes or job itself which would be helpful to you.

Rehabilitation Of Offenders Act 1974

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of Rehabilitations of Offenders Act (Exceptions) Order 1975 as amended. You are required to disclose information about ALL cautions and/or convictions in a court of law, which for other purposes are considered as 'spent' under the Act.

Have you ever been cautioned and/or convicted in a court of law? Yes ☐ No ☐

If 'Yes' you may be required to supply details of these in a separate sealed envelope at the interview stage.

Asylum And Immigration Act 1996

Under the Asylum and Immigration Act 1996 do you have evidence of your entitlement to live and work in the UK? Successful applicants will need to provide evidence of this. Yes ☐ No ☐

Qualifications and Employment

Academic Qualifications

Year Achieved	Course/Subject Studied	Grade	Place of Study

Work-Based Qualifications & Other Relevant Training

Year Achieved	Course/Subject Studied	Grade	Place of Study

Current Employment

Employer Name _____ Date Started _____

Job Title and Duties Performed

What is your reason for leaving

What is your notice period _____

Experience and Key Skills

Employment History

Dates (From-To)	Employer Name	Job Title & Duties	Reason for leaving

What key skills do you think you possess that would make you a suitable candidate for this position?

About You

What are your interests and what do you like to do in your spare time? Have you had or do you currently hold any positions of responsibility outside of the workplace?

Is there any other information about yourself that you would like to include in your application?

Are there any days, dates or times you would be unable to attend an interview?

Referees

If referees are available, please give details (they will not be contacted unless your application is successful)

Declaration

To the best of my knowledge, I declare that the information I have supplied on this application is true and accurate

Signature:

Date:

By signing and returning this application form, you consent to us keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form.

Send your application form by email to:
careers@systemq.com

Or post for free to:
Human Resources Team, System Q Ltd, FREEPOST, RTJG-ESCT-AECL, Chesterfield, S40 2WB