



Basic Business Systems Ltd
Brookside Road, Ruddington
Nottingham, NG11 6AT
www.basic.co.uk
Tel: 0115 984 2000

Application for Employment

Please carefully read this form and answer all the applicable questions honestly and truthfully. Afterwards read the declaration and Consent under the Data Protection Act at the end of the form and sign and date it.

Return the completed form to: **Basic Business Systems Ltd.**
Brookside Road
Ruddington
Nottingham
NG11 6AT

Post applied for:
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Applicant s details

Full name:

Home address:
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Home telephone number:

Mobile telephone number:

National Insurance Number:

Do you have a driving licence: Yes/No Private car/Commercial

If Commercial, give class of vehicle:

Do you have any penalty points on your driving licence: Yes/No

If "Yes", please give details:
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Are you receiving medical treatment?: Yes/No

If "Yes" give details:
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Have you in the past 10 years had a period of illness resulting in a long term (more than 4 weeks) absence from work?: Yes/No

If "Yes" give details:
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Are you registered disabled or do you otherwise suffer from any disability?: Yes/No

If "Yes" give details:
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Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account when considering your application. Reasonable adjustments are things like sign language interpreters, altering the time of the interview, or making the interview room accessible for you. If you would like to discuss your disability requirements further, please contact us in confidence. Yes/No

If "Yes" give details:
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Telephone number:
Job title:
Describe your main duties and responsibilities:
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Rate of pay:
Reason for leaving or wanting to leave:
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Other information relevant to your employment history:
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Do you have any part time or evening jobs which you intend to continue:
Yes No
If "Yes" give details:
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References

Please give details of two people we can contact who are willing to give you a reference and who are not related to you:
(1) Name:

Address:
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Telephone number:
Occupation:

(2) Name:
Address:
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Telephone number:
Occupation:

The job you have applied for

Please state what attracted you to the job you have applied for and why you think you are a suitable person to do it:

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Equal opportunities monitoring information

Note: the information requested in this section is voluntary. We are requesting this information to help us fulfil our obligations as an equal opportunities employer. We aim to recruit staff on their suitability for the position advertised, without consideration of age, sex, marital status, disability or ethnic origin. So we can monitor this policy it will help us if you fill in this section.

Your date of birth:

Your gender (sex):

Your ethnic origin (Please tick the appropriate category):

White

Black African

Black Caribbean

Black other (specify)

Chinese

Other Asian (specify)

Other (specify)

Declaration

I declare that the information I have given on this form is correct and that any misrepresentation by me may be sufficient grounds for my dismissal if I am employed. I give my permission for my previous employer(s) and any references given to be contacted.

Signed by Applicant:

Date:

Consent under the Data Protection Act 1998- the information given to Basic Business Systems Ltd in this form will be processed only by Basic Business Systems Ltd for the purpose of considering your application for employment. If you are successful in your application this form and the information in it will be retained in your HR file for such time as you are an employee of Basic Business Systems Ltd and for up to 6 years after the end of your employment. Otherwise this form will only be retained by Basic Business Systems Ltd for so long as it is required in connection with your application. By signing this consent you give us your express consent to retain and process all the information contained in this form and to transfer it to countries outside the European Economic area if required.

Signed by Applicant:

Date: