

Five Lamps Trading Limited

APPLICATION FOR EMPLOYMENT

Job applied for:	
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Personal details

Surname	
Forenames	
Title	
Address	
Home 📞	
Mobile 📞	
Work 📞 (if applicable)	
Email	

	Yes	No
Do you have a full current driving licence?		
Is it free of endorsements?		
If no, please provide details:		
If the post is an essential car user, do you have business insurance?		
If the post is an essential car user, do you have access to a car during work hours?		

	Yes	No
Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974?		

National Insurance Number	
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	Yes	No
Have you previously worked for Five Lamps?		
If yes, when and in what capacity?		

	Yes	No
Are you related to any person who is employed by Five Lamps?		
If yes, please give details		

	Yes	No
Have you at any time used any of Five Lamps/Dunfermline Advice Hub services?		
If yes, please give details <i>(We may use our internal databases to verify this information and share any data internally as appropriate)</i>		

Employment

	Yes	No
If offered this position, will you continue to work in any other capacity?		
If yes, please give details		
On what date would you be available to commence this employment?		

Education and professional experience

Educational Qualifications Please list examinations taken and grades achieved:		
National 5 (N5) / GCE O Level /GCSE / qualifications or equivalent	Grade	Please give name and address of where you attained your qualifications
Scottish Highers/A Level/ AS Level or equivalent	Grade	Please give name and address of where you attained your qualifications
Degree or equivalent	Grade	Please give name and address of where you attained your qualifications
Non qualification courses and further training	Grade	Please give name and address of where you attained your qualifications

Professional qualifications and membership of professional organisations	
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Employment history

Present/ last employer

Name of employer			
Address			
Telephone number			
Position held			
Date started		Date left (if applicable)	
Starting salary		Final salary	
Brief details of job			
Reason for leaving (if applicable)			

Please give details of 2 previous employers (most recent first)

Name of employer			
Address			
Telephone number			
Position held			
Date started		Date left (if applicable)	
Starting salary		Final salary	
Brief details of job			
Reason for leaving (if applicable)			

Name of employer			
Address			
Telephone number			
Position held			
Date started		Date left (if applicable)	
Starting salary		Final salary	
Brief details of job			
Reason for leaving (if applicable)			

References

Please give details of 2 referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority.

Name		Name	
Job Title		Job Title	

Please continue on a separate sheet if necessary

Disability

	Yes	No
Do you consider yourself to have a disability?		
If yes, please give details		
How can we assist with any special needs to enable you to attend interview or carry out your duties?		

Declaration

Sign and date the declarations and authorisation below:

I declare that the information given by me, to the best of my knowledge, is true and complete.

I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

In accordance with the General Data Protection Regular, I hereby give my consent for Five Lamps to process the information contained in this application form (including the processing of special categories of data) for recruitment and selection purposes and for monitoring data and diversity statistics.

I confirm I have read the Compliance Statement (Privacy Notice).

Name (block capitals)	
Signature	
Date	

Please note:

Word processed applications only

- Handwritten application forms and CVs will not be accepted.

Verification

- If your application is successful, you may be asked to consent to Five Lamps verifying the information you have given in this form.

Criminal record

- This post is subject to a satisfactory Disclosure and Barring Service (DBS) checks, which will disclose all cautions, reprimands and warnings as well as convictions.
- In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to Nicola Garrett, Director of Corporate Services at Five Lamps, Eldon Street, Thornaby, Stockton-on-Tees, TS17 7DJ or nicolagarrett@fivelamps.org.uk. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process.

- A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

Right to work in the UK

- Please note, to enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

Please return your completed application form together with a completed Equal Opportunities Monitoring form (see below), marked PRIVATE AND CONFIDENTIAL in the top left-hand side of the envelope to:

HR Department, Five Lamps, Eldon Street, Thornaby, Stockton-on-Tees, TS17 7DJ
Or email to hr@fivelamps.org.uk



The Mindful Employer Charter is one way in which Five Lamps demonstrates its commitment to Dignity, Diversity and Equality by ensuring that, as an organisation, it is open and accessible to all, valuing its staff and clients for what they bring as individuals

Five Lamps Trading Limited
EQUAL OPPORTUNITIES STATEMENT AND MONITORING FORM

Five Lamps will afford equal opportunity in all aspects of employment, irrespective of disability, gender, race, religion, age, sexuality or marital status.

This information is being collected to assist Five Lamps in implementing and monitoring its Equal Opportunities Policy. Please ensure you complete and return this form with your completed application.

By signing your application form above and In accordance with the General Data Protection Regular, you are giving your consent for Five Lamps to process the information contained in this application form (including the processing of special categories of data) for recruitment and selection purposes and for monitoring data and diversity statistics.

Position applied for	
How did you hear of this vacancy?	

Personal details

Gender			
Date of birth			
Which town do you live in?			
Which of the following best describes your ethnic origin? Please tick one box.			
Bangladeshi	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black African	<input type="checkbox"/>	White	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	No Answer	<input type="checkbox"/>
Indian	<input type="checkbox"/>		
Are you? Please tick			
Able-bodied	<input type="checkbox"/>	Disabled	<input type="checkbox"/>
Please tick which age band best describes you			
Under 18	<input type="checkbox"/>	18 – 30	<input type="checkbox"/>
31 – 45	<input type="checkbox"/>	46 – 60	<input type="checkbox"/>
60 +	<input type="checkbox"/>		

This document will not be used as part of the selection process, and will be kept separate from your application form. The information you provide will be treated in the strictest confidence and will not be available to members of the appointment panel.