

## Employment Application Form

<p><b><i>Our Mission: Working Together to Deliver Solutions That Make A Difference</i></b></p>	
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***Our Vision:  
A Responsible Family Enterprise That Shares Focus on Delivering Sustainable Growth  
Through Partnerships, Collaboration & Innovation with an Environmental & Social  
Conscience.***

<b>Position applied for:</b>			
<b>Date of Application:</b>			
<b>Where did you hear about this role?</b>			
<b>Do you know anyone that works for Oakland International Ltd?</b>	Yes	No	If yes, please state their name:

### **Personal Details**

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	
<b>Day time telephone number:</b>	
<b>Mobile telephone number:</b>	
<b>Email Address:</b>	

### **Employment History**

<b>Present post:</b>	<b>Job title:</b>
<b>Employer:</b>	<b>Date started:</b>
<b>Salary and benefits:</b>	

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<b>Primary duties and responsibilities:</b>

<b>Current notice period:</b>
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<b>Previous posts (please start with the most recent):</b> Use additional sheets if necessary
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<b>Job title:</b>	<b>Employer:</b>	<b>Dates (from-to):</b>	<b>Salary:</b>

## Education / Training

<b>Secondary education:</b>	<b>Dates attended:</b>	<b>Qualifications/grade:</b>
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<b>Further/higher education:</b>	<b>Dates attended:</b>	<b>Qualifications (with date)/grade:</b>

**Other relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):**

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**Are you undertaking any course of study at present? (if so, please give details)**

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**Do you have membership of any professional bodies? (if so, please give details, including any offices held)**

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It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

## **Supporting Information**

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Please give any details you feel are relevant in support of your application, including why you are interested in this post, how you feel you fit the Job and Person Specification and any Oakland Values you feel you display. (Use additional sheets if necessary)

### Additional details

<b>Do you require a work permit to work within the UK?</b>	Yes	No
<b>Do you require any special arrangements to be made as part of the recruitment process on account of a disability?</b>	Yes	No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during the recruitment process and thus meet our obligations under the Equality Act 2010:

### Previous Convictions

**Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions.** Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

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## References

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer.) References for shortlisted candidates will be taken up before interview unless you request otherwise.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

## Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.

I hereby give my consent to Oakland International Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

## Declaration

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

<b>Signature</b>	
<b>Print</b>	
<b>Date</b>	

Please confirm you have read the Applicant Privacy Notice on the next three pages by ticking this box