

APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITIES POLICY

The Green Team (GMC) Limited is committed to an equal opportunities policy in employment and will assess applicants for jobs without regard to sex, marital status, religion, race, ethnic origin, colour or disability.



the green team...

CRIMINAL CONVICTIONS

As these positions are exempted from the provisions of the Rehabilitation of Offenders Act, successful applicants will be required to undergo a criminal record check before any offer of appointment is made permanent. This check will include details of convictions as well as any cautions, reprimands or final warnings. However, having an 'unspent' conviction will not necessarily bar you from employment, but this will depend on the circumstances and the background to your offence(s).

Post applied for:

PERSONAL DETAILS (Please use BLOCK CAPITALS and delete where appropriate)

First Name(s):	Title: Mr / Mrs /Ms / Miss / Other
Surname:	Marital Status:
Full Address:	Telephone Home:
	Telephone Mobile:
Email Address :	
NI Number:	Place of Birth:
Date of Birth :	Current Nationality :
Do you hold a full UK driving licence: YES / NO If YES, date passed test:	Please give details of any motoring convictions:

PRESENT EMPLOYMENT (or state if not currently working)

Date Started	Employer's Name and Address	Post Held	Salary

PREVIOUS EMPLOYMENT (earliest first)

From DD MM YY	To DD MM YY	Employer	Post Held	Reason for leaving

EDUCATION

Place in chronological order (earliest first) all full-time and part-time studies undertaken since leaving primary school. Successful applicants may be required to provide proof of qualifications.

Dates Attended	Secondary School/ College/University etc	Qualifications/Examinations/ Subject studied	Level/Grade

TRAINING

Please give details of any courses attended and/or certification gained, which may be relevant to the position applied for. Successful applicants may be required to provide proof of qualifications.

Course Date	Course Title/Organising Body	Summary of Areas Covered

OTHER INFORMATION:

If you are related to or know any employee of this company, please give further details below:

EXPERIENCE

Please detail all previous experience gained, which may be relevant to the position applied for. If you do not have previous experience, please list the skills and qualities you possess relevant to the job.

REFERENCES

Two persons to whom an approach may be made with reference to your work experience. One of these should be your current or most recent employer. **If you DO NOT wish your referees to be contacted until after any interview, please tick the boxes or leave these details blank.**

Present Employer <input type="checkbox"/>	Other Referee <input type="checkbox"/>
Name	Name
Occupation	Occupation
Address	Address
Post Code	Post Code
Tel No	Tel No
Email	Email

DECLARATION

I hereby certify that to the best of my knowledge, all the information contained in this application form and any additional sheets is correct and that all questions have been fully and accurately answered.

Signed Date.....

Please return to:

The Green Team (GMC) Ltd
Office 11, Unit 1-3 Wyvern Estate
Beverley Way
New Malden, SURREY
KT3 4PH

PROTECTION OF PERSONAL DATA

The Green Team (GMC) Ltd is committed to compliance with the requirements of the Data Protection Act 1998 (the Act) as currently in force, or any successor legislation. The personal information which you disclose to us as part of the recruitment process will be used only for the purposes of that process and will be disclosed only to duly appointed members of the selection panel and relevant office staff. The Green Team (GMC) Ltd has enclosed an Equal Opportunities Monitoring form for completion with the application form. Any sensitive personal information given on the monitoring form will not be disclosed to the selection panel and will be used only for monitoring purposes, with the sole exception that, if you are invited to interview, information about disability may be used by office staff to ensure that adequate access and other relevant arrangements are made for you.

If your application is successful and you accept an offer of employment, the application form, references and any other information you supply will be used to form the basis of our personnel record and for statutory purposes. You will have right of access to all such material as provided by the Act. All copies made for the purposes of the recruitment process will be destroyed immediately after an appointment has been made. On becoming a member of staff you would be given further information about our policy on use of personal information about employees for official purposes.

If your application is unsuccessful, your personal information will be retained securely for six months and then destroyed. All copies made for the purposes of the recruitment process will be destroyed immediately after an appointment has been made.

CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING FORM

The Green Team (GMC) Limited is committed to promoting Equal Opportunities. By completing all sections of this form you will help us to monitor the effectiveness of our recruitment process.

First Name(s):	Title:
Surname:	Previous Surname (if applicable):
Marital Status:	Date of Birth:

1. Please tick here if you do not wish to complete this section.

2. Are you: Male Female (Please tick)

3. From which of the following groups do you feel that you or your family originate?

White:

- 10 White
- 11 White British
- 12 White Irish
- 13 White Scottish
- 14 Irish Traveller
- 19 Other White Background (Please specify)

Black or Black British

- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background (Please specify)

Asian or Asian British

- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background (Please specify)

Mixed:

- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background (Please specify)

Other:

- 80 Other Ethnic background
- 90 Not known
- 98 Information refused

4. What is your Nationality?

5. Do you require a Work Permit? Yes No

6. Do you consider yourself to have a medical or physical disability?
Yes No

(If yes, please complete and return the next page)

THE DISABILITY DISCRIMINATION ACT 1995

The Disability Discrimination Act 1995 defines disability to include those who currently have a disability and those who have had a disability in the past. This can include a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than 12 months.

You may if you wish, supply further details relating to your disability, which may help the The Green Team (GMC) Limited to provide adequate support for your needs.

Please complete the questions below.

Under the definition within the Disability Discrimination Act 1995, which type of disability do or did you have? (Please tick as appropriate).

- Blind/Partially Sighted
- Deaf/Hearing Impairment
- Wheelchair Use
- Other Mobility Problems
- Mental Health Difficulties
- Dyslexia
- Unseen Disability (i.e. diabetes, epilepsy)
- Two or More Disabilities – Please specify:
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Do you need any equipment or support because of your disability in order to carry out the duties described in the job description for this post? (Please tick as appropriate).

Yes No

If yes, please specify:

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Do you need any special consideration for access? (Please tick as appropriate).

Yes No

If yes, please specify:

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**Please return this completed questionnaire with your application form.
Thank you for your co-operation.**

FEEDBACK SHEET

In order to assist in monitoring the service we provide, it would be helpful if you could take some time in answering the following questions. Please return the completed document together with your application form:

1. How did you apply for your application pack?

- Downloaded it from <http://www.the-green-team.co.uk/>
- Telephoned
- Other *(please specify)* _____

2. How did you receive your application pack?

- By email
- By post
- Downloaded directly from <http://www.the-green-team.co.uk/>

3. How would you rate the service provided by the Personnel Department, in the context of courtesy, helpfulness and speed?

- Excellent Good Satisfactory Poor

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4. How would you describe the material you received in terms of assisting you in applying for this post?

- Excellent Good Satisfactory Poor

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5. Please advise us of any other comments or suggestions you feel may enhance the service we provide.

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**Please return this completed questionnaire with your application form.
Thank you for your co-operation.**