



## Job Application Form

### Driver / Bearer

The information given on this form will be kept confidential at all times. Applications forms are kept securely during the recruitment process and will be destroyed after an applicant has been appointed.

**Please complete sections electronically or in black ink.**

1. Personal				
Title				
Surname				
Forenames				
Address				
Contact Number	Home:		Mobile:	
Email address				

2. Education / Further Education		
Institution	Qualification (subject and level)	Date Achieved

### 3. Referees

Please give the names and address of two referees.

<b>First Referee</b> (Current or most recent employer)			
Name			
Address			
Tel No.			
Relationship			
Can we approach your current employer prior to interview?	Yes	No	

<b>Second Referee</b> (Preferably an employer, but otherwise someone who is not related and has known you for at least 3 years)			
Name			
Address			
Tel No.			
Relationship			

<b>4. Current or Most Recent Employment</b>			
Name of Employer			
Address			
Telephone Number			
Job Title		Length of time in this post	
Salary		Notice required	



Brief Description of Duties	
Why did/do you want to leave this post?	

<b>5. Previous Employment</b>				
(Most recent first, include any previous posts with your current employer)				
Employer's name and address	Your position and salary	From (Date)	To (Date)	Brief Description of Duties

6. Criminal Convictions / Driving License	Yes	No
Do you hold a valid full UK driving license?		
Do you have any unspent criminal or driving convictions? If so, please state relevant information below.		
<p><i>Please note any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.</i></p> <p><i>All cases will be examined on an individual basis and will take the following into consideration:</i></p> <ul style="list-style-type: none"> <li>• <i>Whether the conviction is relevant to the position applied for.</i></li> <li>• <i>The seriousness of any offence revealed.</i></li> <li>• <i>Your age at the time of the offence(s).</i></li> <li>• <i>The length of time since the offence(s) occurred.</i></li> <li>• <i>Whether the applicant has a pattern of offending behaviour.</i></li> <li>• <i>The circumstances surrounding the offence(s), and the explanation(s) provided.</i></li> <li>• <i>Whether your circumstances have changed since the offending behaviour.</i></li> </ul>		

**7. Experience / Training**

Please outline the skills, experience and any training you have gained through paid employment and outside interests and explain why they are relevant to the position applied for. Continue on a separate sheet if necessary if completing on paper.

**8. Application for this post**

Please state why you are suited to this post and why you should be shortlisted for interview. Continue on a separate sheet if necessary if completing on paper.

**9. Where did you see/hear about the post?**

**10. Right to work in the UK**

*Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, all applicants must provide Employers with evidence of their right to work in the UK*

*Successful candidates will be asked to provide such information upon the offer of employment.*

Please confirm you can do this by ticking the box

**11. Declaration**

I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal.

Signed:

Date:

Please return completed application forms to [recruitment@cliffbradley.co.uk](mailto:recruitment@cliffbradley.co.uk) along with a copy of your CV. Alternatively, these can be sent into our head office:  
41 Heaton Street, Gainsborough, Lincolnshire, DN21 2EA.

## **Acceptable documents for manual right to work checks (from 6<sup>th</sup> April 2022)**

You may conduct a physical document check or perform an online check to establish a right to work. Where a right to work check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to see the documents listed below.

### **List A – acceptable documents to establish a continuous statutory excuse**

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer<sup>1</sup>.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### **List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question<sup>2</sup>
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

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<sup>1</sup> Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission).

<sup>2</sup> This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition.



3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### **List B Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.