

Confidential

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**THE RH GROUP LIMITED**

**Application for employment with The RH Group Limited or subsidiary company**

**Position applied for**

Job Title: \_\_\_\_\_

RH Location: \_\_\_\_\_

How did you hear about the vacancy? \_\_\_\_\_ Required hours: \_\_\_\_\_

**Personal Details**

Forenames: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: Home & Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

May we phone you at work (we will be discreet):  Yes  No

Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

**Asylum and Immigration Act 1996:**

In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK.

Should you be offered a position you will be asked to supply us with the original of at least two of the following documents:

\* Evidence of NI No e.g. P45 or P60

\* Work Permit

\* Naturalisation as a British Citizen

\* Passport

\* Certificate of Registration

If you are an overseas student, you will be asked to supply an original work permit.

Are you legally entitled to work in the UK?  Yes  No

**Contact in case of emergency**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

## Health

Do you suffer from any medical conditions?

Yes  No

If yes, please specify: \_\_\_\_\_

Are you registered as disabled?

Yes  No

Registration No: \_\_\_\_\_

Name of Doctor: \_\_\_\_\_

Tel No: \_\_\_\_\_

Address: \_\_\_\_\_

Are you prepared to attend a medical examination either now or during the course of employment with RH, if deemed necessary?

Yes  No

## Qualifications

### Secondary Education

Subject	From mm/yy	To mm/yy	Name of school or college	Level & grade attained

### Further/Higher Education

Subject	From mm/yy	To mm/yy	Name of college or university	Level & grade attained

### Additional/professional qualifications

Subject	From mm/yy	To mm/yy	Name of professional body or university	Level & grade attained



Why do you want to work for the RH Group? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this be your only employment?  Yes  No If no, please give details:

Employment offers will not be made if second job conflicts with the RH Group Ltd or with the Working Time Directive.

Have you previously worked for the RH Group?  Yes  No

If yes, Please give details: \_\_\_\_\_

Do you have any relatives working for the RH Group?  Yes  No

If yes, please give details: \_\_\_\_\_

Please list any holiday dates you have pre booked: \_\_\_\_\_

### Convictions

**Please note: Employment at RH is subject to the completion of a satisfactory police check**

Do you have any criminal convictions which are not spent:  Yes  No

If yes, please specify: \_\_\_\_\_

List any convictions for motoring offences that have not yet expired or are pending: \_\_\_\_\_

### Leisure Interests

List details of leisure interests, hobbies, etc: \_\_\_\_\_  
\_\_\_\_\_

### Employment References

Please give details of two employers we could approach for references, one of which should be your last or current employer.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Tel No: \_\_\_\_\_

I declare that this information is accurate and I accept that should any statement made by me in connection with this application to be found false, the application shall be void and as a result any contract arising may be terminated by the company at any time.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

### Company Office Use Only

Submit this form to the HR Administration Department at Nottingham immediately if a decision is made to employ this candidate.

Form checked for full & proper completion:  Yes  No

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Commencing Salary/Wage: \_\_\_\_\_ Per Annum/Hour: \_\_\_\_\_

Other Benefits: \_\_\_\_\_ Cost Centre: \_\_\_\_\_

Has provisional offer been made: \_\_\_\_\_ Verbal/written: \_\_\_\_\_

Directors Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunities Monitoring Form

The RH Group is striving to be an equal opportunities employer and believes there should be no discrimination on the grounds of race, colour, gender, nationality, marital status, sexual orientation, religion, age or disability.

The information provided on this form is confidential. It is used solely for monitoring purposes and does not form part of the selection process. We would appreciate your help in completing this form to ensure our policy is fully effective.

Please select the box that applies to you.

1 Your Gender  Male  Female

2 Your Age  16-20  21-30  31-40  41-50  51-65  66+

3 Please indicate your ethnic origin from the following categories, as recommended by the commission for Racial Equality

### White

- British
- Irish
- Any other white background (please specify)

### Asian or Asian British

- Indian
- Pakistan
- Bangladesh
- Any other Asian Background (please specify)

### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please specify)

### Black or Black British

- Caribbean
- African
- Any other background (please specify)
- Chinese
- Other (please specify)

4 Please indicate your religion from the following categories:

### Religion

- Christian  Muslim  None
- Catholic  Hindu  Other Religion (please specify)
- Jewish  Buddhist
- Sikh  Rastafarian

5 Do you consider yourself to have a disability as defined by The Disability Discrimination Act 1995?  Yes  No

Data Protection Act 1998 - Information on this form may be held on computer. Strict confidentiality will be observed at all times.

**Thank you for your time**



Please remember to complete the final page overleaf and return to:  
**HR Administration Department, The RH Group Ltd, Lenton Lane, Nottingham, NG7 2NR.**

Ensure your application form has been fully completed.  
CV's will only be accepted as an additional supplement, not as a replacement for the application form.