

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.