

Savoy Ventures

Application for employment

Our staff play a vital role in the smooth running of Savoy Ventures Ltd. Please tell us as much about yourself as possible so that we are able to make a fair decision to select the people who can help us to achieve our aims.

Please read the form thoroughly prior to completion and ensure that you complete it very clearly. We will only consider applications that have been completed in full with no omissions. Please note that applicants must also complete this application form accurately and truthfully, failure to do so will result in the Company withdrawing its offer of employment, or in dismissal if the person has already commenced work.

Please note that all successful applicants must be legally entitled to work in the UK and if relevant to the post, be subject to an Enhanced Disclosure and Barring Service Check. All offers of employment will be reviewed in accordance with the outcome of these checks.

When you have completed this form please return to:

**RECRUITMENT
Savoy Ventures Ltd.
Stone Castle
Stone Castle Drive
Stone
Kent
DA9 9XL**

recruitment@savoyventures.com

(If you are posting, please ensure you use the correct postage as applications will not be collected from the Post Office)

All information will be treated as strictly confidential, and no approach will be made to any person without your permission. Please print clearly.

Position applied for:	
If you obtained this position, would you continue in any other employment? Yes/No	
Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?	
Are you entitled to enter or remain in the UK and undertake the work in question? Yes/No	

Personal details
Title:
Forename(s):
Surname:
Home address:
Postcode:
Home telephone:
Email:

Education and training		
School, college, etc	Dates	Qualifications

Previous employment

Name & address of employer	Dates	Job title or duties	Reason for leaving

Previous relevant experience			

Interests			

Please detail any further information you wish to put forward in support of your application.

References I hereby authorise you to contact the references below to obtain any information which, in your opinion, will attest to my suitability, qualifications and work history. **Tick here []**

Work reference:

Work reference:

Post code:

Post code:

Telephone:

Telephone:

Email:

Email:

Training Courses Attended

Please provide training courses you have attended or details of courses that you are currently undertaking, together with the date completed

Course Title	Training Provider	Duration	Year Obtained

Declaration for the Rehabilitation of Offenders Act 1974

Statement on the recruitment of ex-offenders

Introduction

As an organisation using the Disclosure and Barring Service's (DBS) checking service to assess applicants' suitability for positions of trust, we comply fully with the Code of Practice

and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

We are committed to the fair treatment of our employees, potential employees and users of our services, regardless of their offending background.

Policy

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the organisation and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974, and the secure handling of "sensitive personal data", e.g. DBS checks.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

This policy document is made available to all DBS applicants at the outset of the recruitment process and we make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

The post for which you are applying is exempt, because of the nature of the work, from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended. This means that **all convictions**, including those that are "spent" under the terms of the Rehabilitation of Offenders Act 1974, but excluding those that are "protected" under the Exceptions Order, will be made known to us.

The information provided will be taken into account in deciding whether to make an appointment or not. It will be completely confidential and will be considered only in relation to this application.

If your application is successful you will be required to co-operate with us in obtaining a Disclosure of criminal convictions from the Disclosure and Barring Service.

Declaration

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance?

Answer "Yes" or "No" _____ If "Yes", give full details

Surname (print) _____

Forenames (print) _____

If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.

Signed _____ Date _____

Registration/PIN number (if applicable) _____

Driving Vacancies

Please only complete this section if you are applying for a vacancy where driving vehicles is integral to the role.

Please bring the original copy of your driving licence (both counterparts) to the interview with you.

For insurance reasons all applicants are required to be:

- Over 21 years of age.
- Held a full and valid driving license for at least 2 years.
- Driven in the UK for at least 12 months.
- Hold no more than 6 endorsement points.
- Subject to approval by our corporate insurers.

Please be advised we will carry out bi-annual checks to ensure your driving licence continues to comply with our insurance obligations. Failure to notify us of changes or to comply with our insurance obligations may lead to the termination of your employment with us.

Do you hold a current valid manual driving license? Yes No

License Number Expiry Date

Have you held your driving license for over 2 years? Yes No

Have you driven in the UK for at least 12 months? Yes No

Do you have any current endorsements? Yes No

If you have answered 'Yes' please explain the reasons below:

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.....

Have you ever been banned from driving Yes No

If you have answered 'Yes' please provide details below:

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.....

Have you ever been convicted of a drink driving offence? Yes No

If you have answered 'Yes' please provide details below:

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.....

Have you ever been convicted of driving without valid motor insurance? Yes No

If you have answered 'Yes' please provide details below:

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.....

What geographical knowledge of South East England do you believe you have:

Excellent Good Fair None

What level of map reading skills do you believe you have:

Excellent Good Fair None

Work Availability

If you have any restrictions to your hours of work, please detail below:

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.....

Pre-booked holiday

Have you pre-booked any holiday? If so, please state what you have requested

.....
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Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of

candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Declaration

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date: