



# APPLICATION FORM

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 it's 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 and ISA Adult First Check. All offers of employment will be reviewed in accordance with the outcome of these checks.

|                              |  |
|------------------------------|--|
| <b>Your Name:</b>            |  |
| <b>Position Applied For:</b> |  |

|   |
|---|
| <p><b>When you have completed this form please return to:</b></p> <p><b>RECRUITMENT</b><br/><b>Savoy Ventures Ltd.</b><br/><b>Stone Castle</b><br/><b>Stone Castle Drive</b><br/><b>Stone</b><br/><b>Kent</b><br/><b>DA9 9XL</b></p> <p><a href="mailto:recruitment@savoyventures.com">recruitment@savoyventures.com</a></p> <p><i>(If you are posting, please ensure you use the correct postage as applications will not be collected from the Post Office)</i></p> |
|---|

## **Personal Details**

Title: Mr/Mrs/Miss/Ms/Other .....

Surname .....

Other Names .....

Present Address

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Postcode.....

Contact Numbers .....

Email Address .....

## **Education**

Qualifications will only be taken into account where they are strictly required for the post. In these cases you will be required to produce evidence of your qualifications.

It is not necessary to list every exam taken. Just write the total number of NVQs/GCSEs/A Levels or equivalent qualifications that you have. You may also wish to detail any training courses undertaken if relevant to the post. If necessary please use continuation sheets.

Place of Education and Dates if relevant:

Qualifications Gained:

|       |       |
|-------|-------|
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

## ***Employment History***

**You must ensure that you advise us of at least the past 5 year's of your employment history. Please put your most recent employer first and include self employment and services in H.M Forces. Please use a continuation sheet if necessary.**

From ..... To ..... Job Title ..... Salary .....

Name and Address of Employer [This address and/or telephone number will be also used for reference purposes]

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Contact Name ..... Telephone Number .....

Description of Duties .....

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Reason for Leaving .....

From ..... To ..... Job Title ..... Salary .....

Name and Address of Employer [This address and/or telephone number will be also used for reference purposes]

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.....  
.....

Contact Name ..... Telephone Number .....

Description of Duties .....

.....  
.....  
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Reason for Leaving .....

From ..... To ..... Job Title ..... Salary .....

Name and Address of Employer

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Contact Name ..... Telephone Number .....

Reason for Leaving .....

From ..... To ..... Job Title ..... Salary .....

Name and Address of Employer

.....  
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Contact Name ..... Telephone Number .....

Reason for Leaving .....

**If you have not held a job, have been studying or are returning to work after a break, or have any other gaps in employment in the past 5 years, please tell us what you have been doing, with dates if applicable. Please use a continuation sheet if necessary.**

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### ***Asylum & Immigration Act 1996***

We are required by law to ensure that anyone working for us is entitled to live and work in this country.

Are you legally entitled to work in the UK?

Yes

No

**National Insurance Number** .....

**In line with the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the U.K. Therefore if you are invited for an interview you must bring with you original documents of identification showing that you are a British Citizen (e.g. passport); or that you have the right of abode in the U.K.; or show proof of your right to work in the U.K.**

- During the interview the document(s) will be checked to ensure that you are their rightful owner and a photocopy will be taken of the necessary areas of the document.
- An offer of employment will not be made if document(s) are not produced or if they are unsatisfactory.

## Criminal Convictions

Savoy Ventures Ltd. Aims to promote equality of opportunity for all with the right mix of skills and potential. Owing to the nature of our work there are a number of positions to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 apply\* Employees are subject to both an enhanced Disclosure and Barring Service check and ISA Adult First Check being undertaken on application for a position and thereafter on a regular basis for the duration of their employment. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having a conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offences(s). We are unable to employ individuals who are listed on the ISA Adult First check.

Please refer to the tables below to determine whether any convictions you have are spent (passed the rehabilitation period) or unspent (within the rehabilitation period). You are obliged to tell us about all spent and unspent convictions.

### Rehabilitation Periods

The following sentences become spent after fixed periods from the date of conviction:

| Sentence  | Rehabilitation Period                      |  |
|---|--|--|
|   | People aged over 18 or over when convicted | People aged 17 or under when convicted |
| Prison sentences of 6 months or less <sup>1</sup>   | 7 years                                    | 3½ years                               |
| Prison sentences of more than 6 months to 2½ years  | 10 years                                   | 5 years                                |
| Borstal (abolished 1983)  | 7 years                                    | 7 years                                |
| Detention Centres (abolished 1988)  | 3 years                                    | 3 years                                |
| Fines <sup>2</sup> , compensation, probation <sup>3</sup> , community service <sup>4</sup> , combination, <sup>5</sup> action plan, curfew, drug treatment and testing, and reparation orders | 5 years                                    | 2½ years                               |
| Absolute discharge  | 6 months                                   | 6 months                               |

For the following sentences the rehabilitation period varies:

| Sentence  | Rehabilitation Period  |
|---|--|
| Probation <sup>6</sup> , supervision, care order, conditional discharge or bindover | 1 year or until the order expires (whichever is longer)          |
| Attendance centre orders  | 1 year after the order expires                                   |
| Hospital orders (with or without a restriction order)                               | 5 years or 2 years after the order expires (whichever is longer) |
| Referral order  | Once the order expires   |

\*Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. In order to protect certain vulnerable groups within society, there are a number of posts within Savoy Ventures Ltd that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include positions where there is access to patients in the course of normal duties. As the post you have applied for falls within this category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants for such posts are not entitled to withhold any information about convictions, cautions, warnings and reprimands which for other purposes are "spent" under the provisions of the Act. If you are successful with this application, any failure to disclose such information could result in dismissal or disciplinary action. Any information provided will be confidential and will be considered only in relation to posts to which the Order applies. A check will be made with the Disclosure & Barring Service. A copy of the DBS Code of Practice and the Recruitment of Ex-offenders Policy is available on request. Please contact the Recruitment Department if you require any further information or assistance.

1. Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution
2. even if subsequently imprisoned for fine default
3. for people convicted on or after 3rd February 1995. These orders are now called community rehabilitation orders.
4. These orders are now called community punishment orders.
5. These orders are now called community punishment and rehabilitation orders.
6. for people convicted before 3rd February 1995

**In accordance with the information overleaf:**

**Do you have any unspent criminal convictions, cautions or bindovers?** Yes  No

**Do you have any spent criminal convictions, cautions or bindovers?** Yes  No

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

| Date Of Conviction | Offence | Sentence |
|--------------------|---------|----------|
|                    |         |          |
|                    |         |          |
|                    |         |          |
|                    |         |          |

***Reasons for Applying***

Please indicate in this section why you are interested in working for Savoy Ventures Ltd and why you think that you would be suitable for this type of work. You may wish to add here any other information that you feel relevant to your application.

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Please use a continuation sheet if necessary

**How did you find out about this vacancy?**

- Job Centre     Local Press     Website     Trade Press     Agency

Please specify .....

Via a Savoy Employee (please specify) .....

Other (please specify) .....

**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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**Assessment/Interview Arrangements**

If you are invited for an assessment/interview, are there any reasonable adjustments you would like us to make to the interview/selection process to accommodate any disabilities?

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***Declaration***

**In order for us to process your application it is important that the information you provide is accurate and that ALL sections relevant to you are completed. Your signature below confirms that the information given is true and complete.**

**SIGNED ----- DATE -----**

Savoy Ventures Ltd. will use your information, including any sensitive personal data which you provide on this application form, to assess your suitability for employment with us. If your application is unsuccessful we would like to keep a record of your information in case other job opportunities arise in the future which we think may be of interest to you. The information will be kept for a period of up to 6 months; if you do not wish us to do this please tick this box

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 (for which we may make a small charge) and to correct any inaccuracies in your information. If your application is successful we will use your information for monitoring equal opportunities, personnel administration and management purposes.