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| **PRIVATE AND CONFIDENTIAL**  **APPLICATION FOR EMPLOYMENT** | A close up of a sign  Description automatically generated |
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| **RECRUITMENT POLICY** |
| It is the policy of CDER Group Ltd to employ the best qualified personnel and provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of sex, colour, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability. |
| This form must be completed fully and honestly. If not applicable, please write “Not Applicable” in the space provided. |

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| **POSITION APPLIED FOR:** |  |
| **Where did you see this position advertised or hear about this vacancy?** |  |
| **If an employee recommended you, please detail their name to the right.** |  |
| **Once completed, please return this form to:**  The HR Department OR HR@cdergroup.co.uk  P O Box 58  Darlington  DL1 9AE | |

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| **PERSONAL DETAILS** | | | |
| **Surname:** |  | **Middle name(s):** |  |
| **Forename(s):** |  | **Title:** |  |
| **Daytime telephone number:** |  | **Home telephone number:** |  |
| **E-mail Address:** |  | | |

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| **Current Address, including postcode:**  *(if you have been at your current address for less than three years, please complete the below)* |  | | | |
| **Previous Address(s) in the last 3 years (if applicable), and dates** |  | | | **Date to:**  **Date from:** |
| **Previous Address(s) in the last 3 years (if applicable), and dates** |  | | | **Date to:**  **Date from:** |
| **Previous Address(s) in the last 3 years (if applicable), and dates** |  | | | **Date to:**  **Date from:** |
| **National Insurance number:** |  | | | |
| **Are you subject to any restrictions on you taking up employment in the UK?** | | **Yes 🞏** | **No 🞏** | |
| **If yes, please specify** |  | | | |
| **Please note, if you selected for interview, you will be required to produce documentary evidence of your Right to Work in the UK** | | | | |

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| **EDUCATION** - Please give details of education and obtained from secondary school, college, university etc., starting with the most recent. | | | |
| **Place of study** | **Type of qualification** i.e. GCSE, NVQ, A-Level, Degree | **Subject** | **Grade** |
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| **OTHER TRAINING -** Please give details of any relevant workplace training, e.g. Taking Control of Goods Certification, First Aid etc | | | |
| **Place of study** | **Type of training** | **Subject** | **Grade** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES –** Please give details of any professional bodies you are a member of i.e. CIPD, CIMA, CIPS etc | | | |
| **Name of body** | | **Class/ Grade of membership** | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | |
| **Present Employment (or most recent, if unemployed)** | | | | | | | | | | | |
| **Employer’s Name:** | | | | |  | | | | | | |
| **Nature of business:** | | | | |  | | | | | | |
| **Employer’s Address, including postcode:** | | | | |  | | | | | | |
| **Work telephone number:** | | | | |  | | | | | | |
| **Job Title:** | | | | |  | | | | | | |
| **Salary:** | | | | |  | | | | | | |
| **Other Benefits / Remuneration:** | | | | |  | | | | | | |
| **Date From:** | | | | |  | | | | | | |
| **Date to:** | | | | |  | | | | | | |
| **Notice required (if applicable):** | | | | |  | | | | | | |
| **Reason for leaving/ Wanting to leave:** | | | | |  | | | | | | |
| **Please give a brief description of your present (or most recent) role:** | | | | | | | | | | | |
| **Previous Employment covering the last three years** | | | | | | | | | | | |
| Please complete in full and start with your most recent employment and work backwards.  Use the continuation sheet if necessary | | | | | | | | | | | |
| **#** | **From (month/year)** | **To**  **(month/year)** | **Employer’s name, address and nature of business** | | | **Job Title and brief outline of duties** | | **Salary** | | **Reason for Leaving** | |
| **1** | **As above** | | | | | | | | | | |
| **2** |  |  |  | | |  | |  | |  | |
| **3** |  |  |  | | |  | |  | |  | |
| **Use the continuation sheet if necessary** | | | | | | | | | | | |
| **Are there any gaps in your employment history?** | | | | | | | **Yes 🞏** | | **No 🞏** | | |
| If yes, please give details: | | | | | | | | | | | |
| **YOUR APPLICATION TO CDER** | | | | | | | | | | | |
| **What attracts you to working for CDER?** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Why do you think you are suitable for this vacancy?** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **When would you be able to start?** | | | |  | | | | | | | |
| **Please provide dates of any holidays booked for the remainder of this year and next year:** | | | |  | | | | | | | |

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| **DECLARATIONS** | | |
| 1. **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?**   Due to the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment.  Any information will be completely confidential and will be considered only in relation to this application. In addition, we will be doing a Disclosure and Barring check on you.  Any convictions/cautions undisclosed could result in immediate dismissal and seeking of training costs.  If yes, please detail below: | **Yes 🞏** | **No 🞏** |
| 1. **Do you have any CCJ (county court judgments) / court decrees against you?**   CDER will complete the necessary checks to ensure that our employees and contractors satisfies the requirement for County Court Judgement.  If yes, please detail below: | **Yes 🞏** | **No 🞏** |
| Details of the County Court Issuing the Judgement |  | |
| Date of the County Court Judgement |  | |
| Amount of the County Court Judgement |  | |
| Date the County Court Judgment was satisfied |  | |
| Please note, you may be required to provide evidence that the County Court Judgement has been satisfied. | | |
| 1. **Are you or have you ever been declared bankrupt or are you going through undischarged bankruptcy?**   If yes, please detail below: | **Yes 🞏** | **No 🞏** |

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| **Please tick in the box if you agree that your application for employment is subject to the following statements:** | |
| **🞏** | I understand that if I am offered the position, a check against the National Collection of Criminal Records will be undertaken, along with a credit bureau check. |
| **🞏** | I declare that all the information I have given on this application form is true to the best of my knowledge and belief. |
| **🞏** | I understand that my application may be rejected and/or that I may be subject to disciplinary action if I am appointed and I have given false information or withheld relevant details. |
| I declare that the information I have given on this application form is true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment with CDER Group.  I confirm that I am applying for employment with CDER Group under my freewill and I am not under any form of duress or pressure from a third party to do so.  **Name: …………………………………………………**  **Signed: …………………………………………………**  **Date: …………………………………………………** | |

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| **Important: General Data Protection Regulations 2018 (GDPR**). This form asks you to supply “personal” data as defined by the GDPR. You will be supplying this data to the appropriate HR department where it may be processed exclusively for the purpose of a check against the Collection of Criminal Records. The HR department will protect the information, which you provide and will ensure that it is not passed to anyone who is not authorised to see it. By completing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information provided, please contact the person named in the job details for further information. |

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| **REFERENCES** | | | |
| Please provide contact details for individuals from whom we may obtain character and professional references and indicate whether they can be contacted prior to interview. They should be made aware that they will be contacted if you are offered the position.   * A character reference could be a family friend or work colleague; however, they cannot be a partner or an immediate member of your family. * A professional reference must be able to verify details of your employment, and should be, or have been, in a management or supervisory position in relation to you. You **must** provide references to cover **at least three years of employment history and must include your current or most recent employer.**   School leavers should provide the name of their head teacher, if they are unable to provide details of a current or previous employer.  Please note that without the required reference information below completed, we will be unable to proceed with your application. | | | |
| **Character Reference** | | | |
| **Name:** |  | | |
| **Address, including postcode:** |  | | |
| **Telephone number:** |  | | |
| **e-mail address:** |  | | |
| **Relationship to candidate:** |  | | |
| **May we contact this reference at short-listing stage?** | | **Yes 🞏** | **No 🞏** |
| **Professional Reference – Employer #1 (Current or most recent employer)** | | | |
| **Name:** |  | | |
| **Address, including postcode:** |  | | |
| **Telephone number:** |  | | |
| **e-mail address:** |  | | |
| **Relationship to candidate:** |  | | |
| **May we contact this reference at short-listing stage?** | | **Yes 🞏** | **No 🞏** |

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| **Professional Reference – Employer #2** | | | |
| **Name:** |  | | |
| **Address, including postcode:** |  | | |
| **Telephone number:** |  | | |
| **e-mail address:** |  | | |
| **Relationship to candidate:** |  | | |
| **May we contact this reference at short-listing stage?** | | **Yes 🞏** | **No 🞏** |
| **Professional Reference – Employer #3** | | | |
| **Name:** |  | | |
| **Address, including postcode:** |  | | |
| **Telephone number:** |  | | |
| **e-mail address:** |  | | |
| **Relationship to candidate:** |  | | |
| **May we contact this reference at short-listing stage?** | | **Yes 🞏** | **No 🞏** |
| **Use the continuation sheet if necessary** | | | |
| **CONSENT TO REQUEST REFERENCES** | | | |
| I give my consent to CDER to contact the persons and/or companies listed above on my application form for the purposes of obtaining reference information.  **Name:** ………………………………………………….  **Signature:** …………………………………………………  **Date:** ………………………………………………….. | | | |
| **If not, what date can we contact your employer by?** | | **Date:** | |

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| **DRIVING LICENCE PARTICULARS** | | |
| **Do you hold a current valid vehicle driving licence?** | **Yes 🞏** | **No 🞏** |
| **If yes, is it a full or provisional licence** | **Full 🞏** | **Provisional 🞏** |
| **Do you have any driving endorsements?** | **Yes 🞏** | **No 🞏** |
| **If yes, please state what they are, when they were received and when they are due to expire** | | |
| **EMPLOYEE CANDIDATE CONSENT** | | |
| **Please complete this section to provide consent for CDER to conduct bi-annual driving licence checks and confirmation of your obligations. This will only be progressed when you have been offered an appointment.**  As per section 87 of the Road Traffic Act 1988, it is an offence to drive, or allow a person to drive without a licence.  CDER needs to ensure that our employees and contractors who drive for business purposes have a valid licence, which lists the correct driver information and is updated with any endorsements or limitations.  By signing this consent form, I declare that the licence I have produced for inspection is the only valid licence issued to me, and I am not disqualified.  In addition, I confirm I will notify my employer immediately in writing: -   1. In the event of any incident/prosecution that may lead to the suspension of my licence, including convictions for driving or motor-related offences, or the development of health/medical problems 2. If I become disqualified from driving 3. Any health or medical issues that may affect my ability to drive safely, and will provide such information from my medical adviser as my employer may reasonably request.   To comply with the General Data Protection Regulation (GDPR) we must ask your permission to store and process your personal and sensitive data for this purpose.  **I confirm I give my consent for CDER Group to view and store information about my driving licence provided by the DVLA.**  **Driving Licence Number:** ……………………………….  **National Insurance Number:** …………………………………  **Name:** ………………………………………………….  **Signature:** …………………………………………………  **Date:** ………………………………………………….. | | |

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| **OTHER EMPLOYMENT** |
| Please note any other employment you would continue with if you were to be successful in obtaining this position: |

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| **DISABILITY AND REASONABLE ADJUSTMENTS** | | |
| CDER Group is positive about disability and encourages people with disabilities to apply for roles.  Disability is defined by the Equality Act 2010 as: -  A physical or mental impairment, which has a ‘substantial’ and ‘long-term’ adverse effect on a person’s ability to carry out normal day-to-day activities.  The disability could be physical, sensory or mental and must be expected to last at least 12 months. | | |
| **Do you consider yourself to be a person with a disability, as described by the Equality Act 2010?** | **Yes 🞏** | **No 🞏** |
| **If yes, please give details** | | |
| **Do you require any specific requirements to assist you with an interview?** | **Yes 🞏** | **No 🞏** |
| **If yes, please give details** | | |
| **CANVASSING** | | |
| Canvassing of employees of CDER Group directly or indirectly in connection with this application will disqualify you.  If you have a partner who is an employee of CDER Group, you should also disclose that relationship | | |
| **Are you related to an employee of CDER Group?** | **Yes 🞏** | **No 🞏** |
| **If yes, please give details** | | |

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| **CANDIDATE CONSENT** | | |
| By completing this section, you are providing your consent to CDER to conduct the required searches and vetting. Please note, that these checks will only be conducted, if you were to be successful at interview and have accepted the offer of appointment. | | |
| During our recruitment process, CDER may gather the following types of information about you: -   * details set out in your application form and contact details * political opinions * your legal entitlement to work in the UK * proof of your qualifications and/or certification * results of a security check including a criminal records check * references from your referees * notes of interviews * bank details * emergency contact details   Please see our Staff Privacy Notice and Data Protection Policy for further details about how we store and protect personal information about you which can be found on the CDER website.  The purpose of gathering this information is to assess your suitability for employment with us.  If you agree with the statements below, please tick the Yes boxes; if you do not, please tick the No boxes. You may agree to some and not to others. | | |
| I consent to CDER processing my information in accordance with the Privacy Notice and Data Protection Policy and this Consent form | **Yes 🞏** | **No 🞏** | |
| I consent to CDER instructing an external organisation to undertake a security background check relating to me and I understand that this will involve a search of publicly available information including social media and may involve processing information about my political opinions and any criminal record which I have. | **Yes 🞏** | **No 🞏** | |
| I consent to CDER instructing an external organisation to undertake a Baseline Personnel Security Standard screening relating to me. I understand this involves verification of identity; nationality and immigration status; employment history (past 3 years) and criminal record. | **Yes 🞏** | **No 🞏** | |
| I consent to CDER using my date of birth in order to send a celebratory card and sharing my day of birth (but not year of birth or age) on internal newsletters. | **Yes 🞏** | **No 🞏** | |
| You may withdraw your consent given above at any time.  If you wish to do so, please contact cder-privacy@cdergroup.co.uk or download and complete the opt-out form on our website explaining which information you are referring to. We will stop processing this particular personal information as soon as possible after receiving your withdrawal except to the extent that we need to keep the information for regulatory purposes or in connection with legal proceedings.  **Name: ………………………………………………… Signed: …………………………………………………**  **Date: …………………………………………………**  **Please note, that checks will only be progressed when you have accepted and offer of employment.** | | | |

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| **CONTINUATION SHEET** | |
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| **DECLARATIONS** |
| Please complete all sections for this form and read these declarations carefully before signing this application.  I confirm that the information given in this completed application is true and accurate, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that should I be successful in this application, CDER may apply to Disclosure and Barring Service for a basic disclosure. I understand that should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.  I understand that any falsification of information, identified once employment has commenced, will be judged as serious misconduct and may result in dismissal.  I declare that that I have not canvassed directly or indirectly any employee of CDER Group in relation to my application, nor will I do so.  **Name: …………………………………………………**  **Signed: …………………………………………………**  **Date: …………………………………………………** |

**This form is to be detached from the application form on receipt**

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| **Diversity Monitoring Form – Strictly Confidential** | |
| CDER Group is an Equal Opportunities Employer and the aim of its policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, marital status, race, colour, ethnic origin, nationality, age, disability, sexual orientation, political or religious belief. We need to find out if our policy is working in practice. To do this we need to look at how we advertise the jobs, how we select people for interview, who is offered the job, and what to do after a successful interview. Monitoring the recruitment and selection process is one way of helping to ensure there is no discrimination in the way we recruit people. To achieve this, we would like you to complete the following questionnaire.  The information you provide us will be treated in the strictest confidence. It will not be used as part of the selection process, and will be kept separate from your application form. | |
| **POSITION APPLIED FOR:** |

1. **Gender**:  Male  Female

2. **Age range**:  <25  25-35  35-45  45-55 55+

3. **Marital status**:  Married  Single  Civil Partnership  Other, please specify ………………………

4. **Nationality**: …………………………………….

5. **Ethnic Group**: How would you describe your ethnic origin?

|  |  |  |  |  |  |  |
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| **White** | | |  | **Black or black British** | | |
|  | British |  |  |  | Caribbean |  |
|  | Irish |  |  |  | African |  |
|  | Any other white background |  |  |  | Any other black background |  |
| **Mixed** | | |  | **Other ethnic groups** | | |
|  | White and black Caribbean |  |  |  | Chinese |  |
|  | White and black African |  |  |  | Other ethnic groups |  |
|  | White and Asian |  |  |  | Specify …………………………. |  |
|  | Other mixed background |  |  |  | Not stated |  |
| **Asian or Asian British** | | |  |  | | |
|  | Indian |  |  |  |  |  |
|  | Pakistani |  |  |  |  |  |
|  | Bangladeshi |  |  |  |  |  |
|  | Other Asian background |  |  |  |  |  |
|  | Specify ……………………………… |  |  |  |  |  |

6. **Disability:** Disability is defined by the Equality Act 2010 as:

A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.

In relation to this statement so you consider yourself to be disabled? Yes  No

7. **Religion and Belief:** How would you describe your religion or belief?

Christian  Buddhist  Hindu  Jewish

Muslim  Sikh  None  Prefer not to say

Other (please specify ……………………………………………………………………)

8. **Sexual Orientation:** How would you describe your sexual orientation?

Bi-sexual  Gay  Heterosexual  Lesbian

Other  Prefer not to disclose

**Thank you for taking the time to complete this form. All responses will be treated in the strictest of confidence**.