Employment Application

Which job are you applying for?

Job reference number

Where did you find out about this job?

Are there any dates that you are unavailable for interview?

# Part 1

Thank you for your interest in insurethebox. We are committed to an equal opportunity policy for recruitment and employment and our aim is to promote an environment where everyone is treated fairly. In working towards this, we ask you to answer all parts of this form the best you can.

The information you provide in Parts 1 and 3 will be kept confidential and we will ensure this information is removed before candidates are shortlisted.

Title

First Name

Surname

Address Line 1

Address Line 2

Town/City

County

Post Code

Home Telephone Number

Mobile Telephone Number

Email Address

Do you know anyone who works at insurethebox?

[ ] Yes [ ] No

If yes, please provide the following information: Employee's Name

Job Title

Relationship to you

## Important Information

### Medical

insurethebox is committed to supporting equal opportunities and, where possible, adaptations to equipment and buildings will be made. Health and safety is an important issue for us. You must be medically fit to carry out the duties of the job you are applying for and, if successful, we will ask you to confirm if you are aware of any health conditions or disabilities. You may be required to complete an online medical questionnaire and may need to have a medical examination.

### Background Checking

If we make an offer to you, insurethebox will instruct Experian to carry out a Background Check this will include an Identity, financial and basic criminal record check. You will be required to provide the relevant information.

### References

To support your application, references are required. You will need to provide full details for referees to cover your last 2 years of employment; we will ask for your consent before contacting them.

# Part 2

insurethebox is dedicated to a fair selection process and the decision to shortlist will be based on the information you provide in Part 2 **only**.

## Education and Qualifications

Highest level of education obtained

University, college or school obtained from

Subject(s), grade(s) and date(s) taken

If you are a school leaver or graduate, when did you leave?

Please give details of any relevant skills applicable to role.

## Employment

Are you employed, unemployed or a school leaver, please select

[ ]  Employed

[ ]  Unemployed

[ ]  School leaver

If you are unemployed please give details of why you left your last job

Employer's Name

Employer's Address

Your Job Title

Please give a brief summary of your responsibilities.

Role Start Date

Date of Termination (if applicable)

Reason for leaving (if applicable)

Annual Salary

Notice Period Required

## Previous Employment

Please give details of your previous employment. Start with the most recent employment and account for any gaps.

Company Name

Job Title

Role Start Date

Role End Date

 Reason for Leaving

Brief Summary of Responsibilities

Would you like to enter further employment details?

☐Yes ☐No

Company Name

Job Title

Role Start Date

Role End Date

Reason for Leaving

Brief Summary of Responsibilities

Would you like to enter further employment details?

[ ] Yes
[ ] No

Company Name

Job Title

Role Start Date

Role End Date

Reason for Leaving

Brief Summary of Responsibilities

### Please give details of any other employment to account for any gaps

### Please give details of any relevant experience to support your application including additional courses, memberships, voluntary work or other responsibilities.

## insurethebox Values

Below are our five Company values, please tell us when you have demonstrated these values.

### Exceptional customer experience

Tell us when you have delivered an exceptional customer service

### Honest and dependable

Tell us when you've been open and honest to achieve the best result

### Up for the challenge

Tell us when you've strived to reach maximum potential as an individual and as part of a team

### Believe there's always a way

Tell us when you have had a great idea and how you've shared best practice

### We do everything better

Tell us when you have suggested new ways of working and how you made this happen

## Part 3

insurethebox is dedicated to providing equal opportunities for all. To enable us to monitor our recruitment practices effectively, we would be grateful if you provide the information requested below. Please note when we receive your completed application this information will be removed.

## Eligibility to work in the UK

Are you eligible to work in the UK?

 [ ] Yes
 [ ] No

We regret that we are unable to offer you employment if you are not eligible to work in the UK

insurethebox has a responsibility to ensure that all employees are eligible to work in the UK. Please note if you are successful in your application, insurethebox will need to see evidence of your right to work in the UK

## Rehabilitation of Offenders Act

You are not required to disclose spent convictions covered by the Rehabilitation of Offenders Act. A conviction becomes 'spent' after a certain length of time, which varies depending upon the sentence and your age at the time of conviction. If you have any doubts about declaring a previous conviction, you should contact your local Probation Office, the Citizens Advice Bureau or your Solicitor.

Do you have any unspent criminal convictions?

[ ]  Yes
[ ]  No

Please give details

Gender

 [ ]  Male
 [ ] Female

 Date of birth (dd/mm/yyyy)

Marital status

Do you hold a current UK driving licence?

[ ]  Yes
[ ]  No

Type of licence held
[ ] Full
[ ] Provisional

## Disability

Do you consider yourself to have a disability?

 [ ]  Yes
 [ ] No

If yes, are there any arrangements we can make if you are invited for interview?

## Protecting your data

We will keep your information confidential in line with the Data Protection Act 1998 and any relevant European Directives.

By agreeing to the declaration below and submitting this form you are giving us permission to keep the information you and your referees give us relating to your application for future employment for statistical purposes only. The information may include details about your health, your racial or ethnic origin and any criminal record.

# Declaration

insurethebox hereby informs you that they intend to process the personal and sensitive data contained within this document for the purpose of employee administration, which includes relevant personal security and background verification on new and existing employees from former employers and personal referees provided. This information may be disclosed to Line Management, Human Resources, Occupational Health and relevant professional screening agents.

I agree that insurethebox will have no liability caused by giving and receiving this information. As far as I know, all of the information on this form is correct. I understand that if any of the information I have provided is found to be false, insurethebox may withdraw any offer of employment, or, if I have already started work, insurethebox may take disciplinary action against me, which could result in my dismissal.

I agree to the above declaration

[ ]  Agree

Date

Thank you for your interest in insurethebox. Please check you have completed all the required information before submitting your application.