

HorseWorld

Employment Application Form



Office Use Only	IDT	IL	ARL	OL	IRL
-----------------	-----	----	-----	----	-----

PRIVATE AND CONFIDENTIAL **Applicant No:** _____

Return this form to: Beci Harris
 Equine Manager
 HorseWorld Visitor Centre, Staunton Manor Farm, Staunton Lane, Whitchurch,
 Bristol BS14 0QJ

Beci.Harris@Horseworld.org.uk

POSITION APPLIED FOR _____

Surname	Forename(s)	Title
---------	-------------	-------

Address	Postcode
---------	----------

NI No.	Home Tel. No.	Mobile Tel. No.
--------	---------------	-----------------

Current driving licence?	Yes/No	Details of Endorsements
Groups:	Expiry Date:	

Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)

EDUCATION HISTORY

Schools	Qualifications gained
---------	-----------------------

Colleges/Universities	Qualifications gained
-----------------------	-----------------------

Membership of professional bodies or further qualifications and courses attended relevant to this position.

EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)

FROM – TO (Month and Year)	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	FINAL SALARY/ HOURLY RATE	REASON FOR LEAVING

Notice required in current post:

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references.

1.

2.

LEISURE

Please note here your leisure interests, sports and hobbies, other pastimes etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic or enhanced disclosure from the Criminal Records Bureau.

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically detail how your knowledge, skills and experiences meet the requirements of this role, as summarised in the Role Profile and Person Specification. (Continue on another sheet if necessary)

HorseWorld

Monitoring Form



The following information will be used for monitoring our Equal Opportunities Policy and will not be used for any other purposes. Such monitoring is essential to ensure that our Policy is properly implemented and your answers to the questions below will provide statistical information to enable HorseWorld's recruitment process to be carried out effectively. We therefore thank you for the time taken to complete this form.

Please note that this form will be detached from your application form immediately on receipt and therefore will not form part of the short-listing process. All information on this form will be kept confidentially by the Human Resources department.

JOB DETAILS

Post applied for:

Where did you first see this post advertised?

- HorseWorld website
- Other website *Please specify* : _____
- Newspaper *Please specify* : _____
- Magazine *Please specify* : _____
- Other *Please specify* : _____

PERSONAL DETAILS

Gender (M/F):

Age:

Nationality:

Do you require a work permit for the UK?

DISABILITY

Would you describe yourself as having a disability, under the Disability Discrimination Act 1995 (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities)?

YES / NO

ETHNICITY

Please describe your ethnic origin by ticking the appropriate box:

- White:
- Afro-Caribbean:
- African:
- Asian:

Other (please describe):

.....