
APPLICATION FORM



Gadd Group Limited will assess applicants fairly without regard to sex, marital status, disability, religion, race, colour, nationality, ethnic origin, sexual orientation or age. Pages 1 and 2 will be detached from the rest of this application form and kept for monitoring purposes only. If you are invited for interview, your name and home contact details only will be disclosed to the interview panel.

All sections must be completed **in full**. Incomplete applications will result in delaying your application being processed.

Please complete all sections electronically, and return by saving and sending as an e-mail attachment to recruitment@gaddgroup.co.uk. All information will be treated confidentially. If you consider yourself to have a disability that results in difficulty completing this form then other application methods may be considered. Please contact The Human Resources Department (see back page for contact information) to discuss alternatives.

Please do NOT send a separate CV as this discloses personal details.

Position Applied For:

Vacancy Reference: Application ID:
(for official use only)

Personal Details

Title Surname Forename(s)

Home Address Home Tel. Number

Work Tel. Number

Mobile Number

N.I. Number

E-mail Address

Where did you see this position advertised?

In order for us to process your application quickly, please tick box if you are currently a Gadd permanent employee.

Position Applied For:

Vacancy Reference:

Application ID:
(for official use only)

Equal Opportunities Monitoring Information

Sex Male Female

I would describe my cultural and ethnic origin as:

A White British Other
(please state)
Irish

B Mixed White and Black Caribbean Other
(please state)
White and Black African
White and Asian

C Asian or Asian British Bangladeshi Other
(please state)
Indian
Pakistani
Sikh

D Black or Black British Caribbean Other
(please state)
African

E Chinese or Other Ethnic Group Chinese Other
(please state)

Date of Birth:

Age

Do you require a work permit to take up employment in the UK?

Do you consider yourself to be a person with a disability?

If you are invited for an interview, an opportunity will be given for you to advise us of any reasonable adjustments we can make to accommodate your disability.

Position Applied For:

Vacancy Reference:

Application ID:
(for official use only)

Skills and Experience

What skills and experience do you have which are relevant to the position for which you are applying? What can you contribute to this role?

Present or Most Recent Job

Employer:	Date From:	Date To:	Period of Notice:
Salary and Benefits:			

Previous Employment (within the past ten years)

Employer	Position – including key duties, responsibilities, skills and experience	Date from	Date to
Reason for leaving			

Employer	Position – including key duties, responsibilities, skills and experience	Date from	Date to
Reason for leaving			

Employer		Date from	Date to
Reason for leaving			

Employer	Position – including key duties, responsibilities, skills and experience	Date from	Date to
Reason for leaving			

Employer	Position – including key duties, responsibilities, skills and experience	Date from	Date to
Reason for leaving			

Specialist Training

Please give details of any specialist training	Date from	Date to

Academic Qualifications

Secondary Education

Subject	Level	Grade	Date from	Date to	Institution

Further Education

Subject	Level	Grade	Date from	Date to	Institution

Membership of Professional Bodies

Professional Body	Membership Status	Date

Interests and Activities

What are your spare time interests? What do you get out of this? What do you contribute by doing this?

Additional Information (please use if necessary and indicate to which section this information refers to)

Have you been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974? Please give details below.

How many days have you been absent from work due to illness in the past 2 years?

Please give any accompanying explanations below.

Do you hold a full driving licence?

Do you have points / penalties awarded to your licence?

If yes, please give details

References

Please supply the names and addresses of two people that have known you for a minimum period of 3 years, whom we can approach for references. One of the references should be from your present or previous employer.

Employer:

Personal:

**Name
Position
Company
Address**

**Name
Address
Company
Address**

Telephone

Telephone

May we contact these references before a job offer has been made?

Information provided by you in this application form will only be used in relation to your application. Once the recruitment process is completed, your form will be stored for a maximum of 6 months and then destroyed. Equal opportunity monitoring data is kept for 5 years to help us monitor our recruitment process. If you are appointed, relevant information will then be taken from this form and used as part of your personnel record. Completion of this form is taken as acceptance of these conditions.

Declaration

The information I have provided is correct to the best of my knowledge. If my application is successful, I agree to Gadd Group Limited holding and processing this information. I also agree to undergo a pre-employment health assessment (if applicable), a security clearance check and that any offer of employment will be subject to satisfactory references. I understand that data from this form will be held electronically, and may be used for the purpose of Equal Opportunities Monitoring.

Signature *

Date

* Only applicable for postal applications. If posting and you wish your application acknowledged, please include a stamped addressed postcard.

To return your completed application form, please save and e-mail as an attachment to recruitment@gaddgroup.co.uk (*please do not attach a CV with this application*).

If this is not possible, send by post to:

Strictly Private and Confidential
HR Department
Gadd Group Limited
Ash House
Cook Way
Taunton
Somerset
TA2 6BJ

Tel. 01823 322022
Fax. 01823 326831
E-mail: recruitment@gaddgroup.co.uk