



Business Box  
 3 Owin Road  
 LE3 1HR  
 Leicester

email:infoemstaffing@gmail.com  
 m:07851205434 /t:01162795194

**Application for Employment:**

The information disclosed within this application form may be used in conjunction with a DBS Enhanced Disclosure Application.

**Please fill in the application form, in black ink.**

Position Applied for:

**Personal Details**

Title Mr/Mrs/Miss		
Surname		Marital Status
Forename(s)		Date of birth
Previous Names		Mob Number
Preferred name		Tel Number
Your email address		Contact Address
Work /other telephone		
Nationality		
Country of birth		Post code

Work Permit No (If applicable)	
National Insurance Number	
Do you hold a full U.K driving Licence?	
Do you have the use of a car?	

**Next of Kin**

Full Name	
Relationship	
Home Address	
	Postcode
Home Telephone	Mobile

**Employment History** (Most recent first)

Please give a full and continuous employment history since leaving full time education explaining any gaps or breaks.

Start Date	Finish Date	Position Held	Employer Name and Address	Reason for Leaving

Please attach additional sheets if needed



## **Reference:**

Please supply the details of at least two referees of which, one must be your current or most recent employer. Reference will be sought upon receipt of this application.

Full Name
Profession/Position
Tel Number
Mob Number
Email address
Address
Postcode

Full Name
Profession/Position
Tel Number
Mob Number
Email address
Address
Postcode

Full Name
Profession/Position
Tel Number
Mob Number
Email address
Address
Postcode

If applying for this position as a secondary income, responsibility is placed on you the applicant to seek authorisation where necessary.

If your application is successful when would like to commence work.	
---	--



Please detail any further information you wish to put forward in support of your application.

I declare that the above information is true. I understand that any job offers made on the basis of untrue or misleading information may be withdrawn or my employment is terminated.

Signed.....Date.....

**Bank Details Form**

Name.....

Address.....

.....

.....Postcode.....

**Bank Details**

Name of account holder.....

Account number.....Sort Code.....

Name of bank.....

Other details.....

Your Signature.....

## EQUAL OPPORTUNITIES POLICY

The company E.M Staffing is opposed to discrimination on any grounds. In particular, we oppose discrimination on the grounds of race, religion, ethnic origin, sex, sexuality, marital status, disability or age. E.M Staffing is committed to ensuring that ability and potential for the job are criteria used for all staff selection.

### Monitoring

The company has adopted the provision contained in the code of Practice published by the Equal Opportunities Commission for Racial Equality and the Code of Practice published by the Equal Opportunities Commission that employers should regularly monitor the effects of selection divisions to assess whether equal opportunities is being achieved. **For this purpose, you are asked to complete and return this form with application form.** This information is for statistical reasons only and will be treated as confidential.

**APPLICANT FULL NAME** .....

Post applied for:

Location

--	--

My sex is

Male  
Female

Other

My marital status is

Single  
Married

### ETHNICITY

#### White

British  
Irish  
Other

#### Mixed

White & Black Caribbean  
White & Black African  
White & Asian  
Other

#### Black or Black British

Caribbean  
African  
Other

Asian or Asian British

Indian  
Pakistani  
Bangladeshi  
Other

Chinese or Other Ethnic Group

Chinese  
Other



<b>Registration Requirements</b>	
Birth Certificate	
Marriage Certificate / Civil Partnership Certificate	
Evidence of Current Address	
Up to Date Utility Bill	
Council Tax Statement	
Bank Statement / Mortgage Statement	
National Insurance Number	
2 passport size photographs	
Certificate of Qualifications	
Educational Qualifications	
Professional Qualifications	
Certificates of Training Undertaken	
Work Permit / Visa - Must be provided	
Student Permit / Visa - Must be provided	
Passport	
Driving Licence (requirement for support workers carrying clients in their cars)	
Vehicle M.O.T Certificate (requirement for support workers carrying clients in their cars)	
Vehicle Insurance Certificate (requirement for support workers carrying clients in their cars)	