



Application for Employment

Please complete and return this form to:

HR Department
Zunoma Ltd.
Brampton Road
Eastbourne
East Sussex
BN22 9AH

A: Job Details

Position applied for:	
Date:	

Mr/Miss/Ms/Mrs:	Surname:
Address:	Forename:
	Home Tel:
Post Code:	Mobile:
National Insurance Number:	Email:
Availability to work overtime:	Y/N

Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you may be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you.

B: Education Details

Schools, Colleges and/or Universities	Qualifications / Results

Other Training or Qualifications obtained

C: Employment Details
Please give full details of your employment during the last 5 years, or since you reached the age of 16, whichever is the shorter period. All dates must be continuous, and a note below must explain any breaks in employment. Continue on additional sheets if necessary.

Present Employer				
Employers name & address	Date	Job Title & Responsibilities	Reason for Leaving	Salary/Wage

Work Experience			
Employers name & address	Date From:	Job Title and Responsibilities	Reason for Leaving

Explanation regarding any breaks in employment

Job Requirements

In no more than 700 words, please use this space to explain how your skills and experience meet the requirements of this job.

If you have a job specification and/or job description for the role which you are applying, please use this to assist with the completion of this section.

You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education and training courses, leisure interests and voluntary activities.

Details of any achievements or distinctions that you consider relevant should be included.

Title	Application for Employment	Ref.	HRF 13	Rev.	4	Date	17.08.21	Page 3 of 6
Dept.	HR		Class	Public	Review date: Aug 23			
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D: References

Please give details of two referees, one being your current/last employer.

Name:		Name:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	
Occupation:		Occupation:	

E: Rehabilitation of Offenders Act 1974

Please give details below of any unspent criminal convictions. This information is required to enable the company to assess whether the conviction(s) presents grounds for not taking your application further.

You are required to disclose all convictions or disciplinary action/pending cautions.

The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily stop consideration for employment. Circumstances and background of the offence(s) will be taken into account when considering suitability for the role, should your application be successful.

YES NO

Do you have any unspent convictions?

If yes, please describe below, including dates:

YES NO

Do you have any convictions, relating to theft or fraud?

If yes, please describe below, including dates:



YES NO

Do you have any objection to enquiries made by Zunoma Ltd for DBS (Disclosure Barring Service) and credit checks?

If yes, please describe below, including dates:

YES NO

If you are invited for interview, do any reasonable adjustments need to be made to accommodate a disability?

If yes, please describe below, your requirements:

F: Declaration

If an offer of employment is made, then the following rules apply:

The employee will be subject to a Probationary Period, during which time progress will be monitored the immediate Line Manager. Employment may be terminated with appropriate notice in accordance with the provisions of the Employment Rights Act 1996 (and amendments).

The Company holds the right to extend the Probationary Period if deemed necessary.

I certify that the above information given by me on this form is accurate and that my experience is genuinely represented, and qualifications claimed have been attained. I am aware that, should employment commence, it is subject to the information being correct, the receipt of two satisfactory references, and a satisfactory DBS (Disclosure Barring Service) Certificate. I understand that falsification of any information contained therein will result in immediate termination of my employment and I will have no rights of recourse.

I hereby give consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection. I understand I have the right to be forgotten and can request this at any time.

I accept that if my application is successful, this document will form part of my HR file, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed:

Date:.....

Title	Application for Employment	Ref.	HRF 13	Rev.	4	Date	17.08.21	Page 5 of 6
Dept.	HR		Class	Public	Review date: Aug 23			
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Equal Opportunities Monitoring Form

The Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

THE DETAILS SUPPLIED ARE CONFIDENTIAL AND WILL ONLY BE SEEN BY THE H.R. DEPARTMENT.

THEY WILL NOT BE MADE AVAILABLE TO THOSE INVOLVED IN THE SELECTION PROCESS.

Nationality, please state: _____

Date of Birth: DD/MM/YY **Age:** _____

Ethnic Origin: To which one of these groups do you consider you belong (tick ONE only)

Asian/Asian British – Bangladeshi	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
Asian/Asian British – Pakistani	<input type="checkbox"/>	Asian/Asian British – Other Asian background	<input type="checkbox"/>
Black/Black British – African	<input type="checkbox"/>	Black/Black British – Caribbean	<input type="checkbox"/>
Black/Black British – other black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – White & Asian	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>
Mixed – White & Black Caribbean	<input type="checkbox"/>	Mixed – any other mixed background	<input type="checkbox"/>
White – British	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
White – other white background	<input type="checkbox"/>	Any Other	<input type="checkbox"/>
Not known / not provided	<input type="checkbox"/>		<input type="checkbox"/>

Gender: (Please tick the appropriate box)

Male Female

Are you: (Please tick the appropriate box)

Single Married Widowed
 Separated Divorced Other

Thank you, your co-operation is much appreciated

Title	Application for Employment	Ref.	HRF 13	Rev.	4	Date	17.08.21	Page 6 of 6
Dept.	HR			Class	Public	Review date: Aug 23		
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