Application for Employment

Human Resources

Italia Conti, 2 Henry Plaza, Victoria Place, Woking, GU21 6BU  
01483 322220  
[recruitment@italiaconti.co.uk](mailto:recruitment@italiaconti.co.uk)

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| **INFORMATION FOR APPLICANTS** |
| Please ensure that you complete all sections of this application form to demonstrate how you meet the requirements set out in the job description and person specification.  We ask all applicants to complete the personal details sections of this form which we need in written form for our files and for audit purposes. However, as part of our commitment to inclusivity, applicants are welcome to submit a video instead of a written Supporting Statement if they prefer. Videos should be no more than 5 minutes in length and must be made available at the same time as the application is submitted, preferably by supplying a link to a location where the video can be accessed (Dropbox or similar).  If you wish to receive this form in an alternative format, such as large print, please get in touch. |

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| **POSITION APPLIED FOR** | |
| Job title |  |

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| **CONTACT DETAILS** | | | | | | | | | |
| Title |  | | | | | Preferred pronouns | | |  |
| First name | | |  | | | Last name | |  | |
| Address | |  | | | | | Postcode | |  |
| Contact phone number | | | | |  | | | | |
| E-mail address | | | |  | | | | | |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| Name and address of employer |  | | | | |
| Position held |  | From *mm/yy* |  | To *mm/yy* |  |
| Salary |  | | | | |
| Notice period |  | | | | |
| Reason for leaving |  | | | | |
| Main duties and responsibilities |  | | | | |

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| **PREVIOUS EMPLOYMENT (MOST RECENT FIRST. PLEASE CLEARLY EXPLAIN ANY GAPS IN EMPLOYMENT)** | | | | | |
| Name of employer | Position held | Brief description of main duties and responsibilities | Dates employed | | Reason for leaving |
| From *mm/yy* | To  *mm/yy* |
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| **EDUCATIONAL QUALIFICATIONS (MOST RECENT FIRST)** | | | | |
| Name of institution | Subject | Level (e.g. A levels, BA hons) | Grade | Date obtained  *mm/yy* |
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| **PROFESSIONAL QUALIFICATIONS / MEMBERSHIPS (MOST RECENT FIRST)** | | | | |
| Name of awarding professional body | Subject | Level | Grade | Date obtained *mm/yy* |
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| **SUPPORTING STATEMENT** |
| Please tell us why you are applying for this position and how you feel your skills and experience meet the criteria set out in the person specification of the job description. We recommend that you copy and paste the person specification and set out in a few sentences how you meet the criteria for each item. |
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| **REFERENCES** | | | | |
| Please provide details of three referees, one of which should be your current or most recent employer (or educational supervisor if this is not applicable). We may request references prior to interview for shortlisted candidates. If you do not wish us to contact your referees at this stage please ensure you indicate below. All offers of employment will be subject to satisfactory references. | | | | |
| **Reference 1** | | **Reference 2** | | |
| Name |  | Name | |  |
| Address |  | Address | |  |
| Telephone |  | Telephone | |  |
| Email address |  | Email address | |  |
| In what capacity is this person known to you? |  | In what capacity is this person known to you? | |  |
| Please do not contact at this stage | | Please do not contact at this stage | | |
| **Reference 3** | | |
| Name |  | |
| Address |  | |
| Telephone |  | |
| Email address |  | |
| In what capacity is this person known to you? |  | |
| Please do not contact at this stage | | |

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| **PRE-EXISTING CONNECTIONS** |
| **Is anyone at Italia Conti (a member of staff, a member of the Board or a current student) known to you?** |
| **Yes** (please give further details below) |
| **No** |
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| **RIGHT TO WORK IN THE UK** | | |
| **Are you a UK or EU citizen?** | | |
| **Yes** | | |
| **No** (please give further details below) | | |
| I hold a UK visa / work permit: | Visa / work permit category: |  |
| Expiry date: |  |
| I do not hold a current UK visa or work permit | | |
| In accordance with the Immigration, Asylum and Nationality Act 2006 any offer of employment is subject to proof of the legal right to work in the UK. Shortlisted candidates will be asked to provide original documentation at interview, for example a UK or EU passport.  Candidates applying from EU countries will be asked to supply confirmation that they have ‘settled status’. Whilst it is still possible to apply in special circumstances, applications closed for the EU Settlement Scheme for most people on 30 June 2021. | | |

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| **CRIMINAL RECORDS, THE REHABILITATION OF OFFENDERS ACT 1974 & KEEPING CHILDREN SAFE IN EDUCATION** | | |
| Do you have any unspent criminal convictions or cautions? | Yes | No |
| If yes, please provide details in a separate document, named ‘private and confidential’, and attach to your application. | | |
| Is there any reason why you would not be able to work with children or young people under the age of 18? | Yes | No |
| If yes, please provide details in a separate document, named ‘private and confidential’, and attach to your application. | | |
| Some positions are exempt from the Rehabilitation of Offenders Act 1974. If a position requires a DBS check and this shows that an applicant is not suitable for the job because of a spent conviction or caution we reserve the right to withdraw any offer of employment*.* | | |

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| **APPLICANT DECLARATION** | | | |
| Italia Conti is committed to protecting your privacy and will observe the strictest of confidentiality when dealing with the data provided on this form. All information will be processed in line with the General Data Protection Regulation and the Data Protection Act 2018. For more information about how we may process your personal data and what your rights are please visit www.italiaconti.com/policies. | | | |
| I confirm that the information and details provided in this application are accurate and true and that I have read the above section on data protection. I understand that any false information or misrepresentation would result in my application being disqualified and may, if appointed, lead to disciplinary action up to and including dismissal. | | | |
| Signature\* |  | Date |  |
| \*Electronic or email signature is sufficient | | | |