

# Application Form

*Please ensure this form is completed in full*

Position applied for\*

First name\*

Last name\*

Address\*

Post code\*

Daytime telephone number\*

Evening telephone number

Mobile telephone number

Email address

Please circle

Are you eligible to work in the UK?\*      Yes      No

If yes, does your eligibility require a permit?\*      Yes      No

If yes, do you have a current valid permit?\*      Yes      No

*\*Information required to process your application.*

**ACME Facilities Management (Manchester) Ltd**



# Employment, qualifications and skills

Please list the main skills that may support your application

Tell us about your employment history, including job title, main tasks, employers and dates of employment.

Please tell us what educational qualifications you have and the year they were obtained

Please tell us about any other qualifications you have which may be relevant to your application

Please provide any other information which you feel will support your application.

# Rehabilitation of offender's Declaration

## *Disclosure of criminal convictions*

Candidates are required to disclose details of all criminal convictions that are not spent. You must disclose all such matters but you can be assured that only those deemed relevant to the appointment will be considered.

Failure to disclose any convictions may result in an offer of appointment being withdrawn, or dismissal following appointment.

This information will be treated with the utmost confidence

**I declare that I have no unspent criminal convictions to disclose**

or

**I declare below details of unspent convictions as follows**

Date of offence

Nature of offence

Outcome

Date of offence	Nature of offence	Outcome

Name

Date

# Equal Opportunities

## Information

At ACME FMM Ltd we are committed to equal opportunities in all aspects of our work.

The information you provide;

- Will not be part of the selection process. Decisions are made on merit and your ability to do the job.
- Will only be used for monitoring.

ACME FMM Ltd Welcomes applicants from all sections of society.

All information you provide here is kept confidential and stored and used in accordance with the principles of the Data Protection Act 1998

To complete this form select one item in each of the sections below, including any additional information where requested.

### Section 1 – Gender

Male

Female

Prefer not to disclose

### Section 2 – Race/Ethnicity

#### *Asian or Asian British*

Indian

Pakistani

Bangladeshi

Any other Asian background

#### *Black or Black British*

Caribbean

African

Any other Black background

#### *Mixed Race*

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

*White*

British

Irish

Any other White background

*Chinese*

Chinese

*Other ethnic group*

*Would prefer not to disclose*

### **Section 3 – Do you have a disability?**

ACME FMM Ltd welcomes applications from disabled people. The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day-to-day activities.”

Do you consider yourself to be disabled?

Yes  No  (go to section 4)

If you answer yes to section 3, please indicate any reasonable adjustments you feel need to be added to the recruitment process that will assist you in your application for the role

Do you feel that there are any reasonable adjustments that should be made to the job itself

Yes  No

If you answer yes, what are these adjustments

**Section 4 – Religion/faith**

Agnostic	<input type="checkbox"/>
Atheist	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Any other religion/religious belief	<input type="text"/>
Would prefer not to disclose	<input type="checkbox"/>

**Data Protection Disclaimer**

Under the Data Protection Act 1998, I give consent to ACME FMM Ltd, or any organisation acting on behalf of ACME FMM Ltd, to collect, process, store and disclose the data in this application for the purpose of recruitment, equal opportunity monitoring and, if successful, employment administration process. I also consent to references being taken up and my qualifications being verified if my application is progressed.

**Disclaimer**

By submitting this application (and CV if applicable) I confirm that the information given is true at the time of writing. I understand that any mis-statement, omission, or statement of facts that are subsequently found to be false may prejudice an offer of employment, lead to withdrawal of such an offer or lead to my employment being terminated.

First Name

Last Name

NI Number