



MG Cannon Group

Application Form

EQUAL OPPORTUNITIES MONITORING FORM

MG Cannon Limited is committed to the equality of opportunity for all. We welcome applications from all sections of the community and value the contribution of each individual regardless of sexual orientation, gender, gender reassignment, marital or civil partner status, religion or belief, race, colour, nationality, or ethnic or national origin, age or disability.

All applications will be treated on their merits.

In order to assist us in monitoring the effectiveness of our Equal Opportunities Policy, please answer all the following questions.

The information supplied will remain fully confidential and will be used solely for monitoring purposes and will be removed prior to any short-listing process, stored separately and used only to provide statistics for monitoring.

Please return all completed forms to:

**Group HR Manager
MG Cannon Ltd
5 Edison Road
Churchfields
Salisbury
SP2 7NU**

Thank you for your assistance.

MG Cannon Group HR Manager



Job title applied for:

Location:

Surname:

Initials:

Date of Birth:

<p>Marital status Single <input type="checkbox"/> Married/civil partner <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>	
<p>Do you have responsibility for dependants? (dependants relates to children, elderly or other person(s) for whom you are the main carer)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say</p>
<p>Gender* (*If you are undergoing gender reassignment, use the gender identity you intend to acquire)</p>	<p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>
<p>Ethnic origin Please tick the box which most closely describes your ethnic background;</p>	
<p>White</p>	<p><input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Irish <input type="checkbox"/> Other (please specify) </p>
<p>Mixed race</p>	<p><input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African</p>



	<input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background: (please specify)
Asian or Asian British	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background (please specify)
Black or Black British	<input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other black background (please specify)
Chinese and other ethnic groups	<input type="checkbox"/> Chinese <input type="checkbox"/> Other ethnic group (please specify)
Prefer not to say	<input type="checkbox"/>
Religious belief Please describe your religion or other strongly held belief.	<input type="checkbox"/> I would describe my religion or strongly held belief as: <input type="checkbox"/> I have no particular religion or belief <input type="checkbox"/> Prefer not to say
Disability The Equality Act 2010 defines a disability as a “physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities” An effect is long term if it has lasted or is likely to last more than 12 months Do you consider that you have a disability under the Equality Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don’t know <input type="checkbox"/> Prefer not to say



<p>Sexual orientation Please tick the box that most closely describes your sexual orientation</p>	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Prefer not to say
<p>Age</p>	<p>What is your age (please tick)?</p> <input type="checkbox"/> 16-21 <input type="checkbox"/> 22 - 45 <input type="checkbox"/> 45+ <input type="checkbox"/> Prefer not to say
<p>Where did you see this vacancy advertised?</p>	<input type="checkbox"/> Newspaper (please specify) <input type="checkbox"/> Website <input type="checkbox"/> Recruitment agency <input type="checkbox"/> Friend <input type="checkbox"/> Other (please specify)
<p>Data protection: Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have on written request the right of access to personal data held about them.</p>	

I give my consent to MG Cannon processing the data supplied in this form for the purpose of recruitment and selection equalities monitoring.

Signed

Date.....



APPLICATION FOR EMPLOYMENT

Please print clearly in **black ink**. CVs may be enclosed but candidates should still complete all of the sections of the form below as these details will form part of the basis of our short listing.

Vacancy Details

Position applied for: -----

Principal location: -----

How did you hear of this vacancy?
[] Current employee [] Website
[] Advert in newspaper [] Other
.....

If you have previously applied to or have been previously employed by the Company, please give dates for this and details of the role(s):

.....

Personal Details

Table with 2 columns: Surname, First Name(s), Address, Home Telephone, Mobile, Email address.

Employment History

Current or most recent employer: _____
Address: _____
Post(s) held: _____



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Starting date:

Leaving date/notice period:

Reason for leaving:

Current salary:

Details of other benefits:

(car, bonus, shares etc)

Brief description of key duties:

Previous Employment

Dates from / to	Employer's name & address	Job title and key duties	Salary	Reason(s) for Leaving

Please tick if **Previous Employment** is continued on a separate attached sheet



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Education and Training (please state most recent first)

School/Training Establishment	Qualifications studied and grade achieved	Dates
University/College	Qualifications studied and grade achieved	Dates
Please share if you have any Professional Membership or other relevant qualifications (level achieved and date acquired)		



PERSONAL EXPERIENCE: Please outline your reasons for applying for this role and explain how your skills, experience and personal qualities relate to the job requirements. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application:

Please tick if any **Personal Experience** information is continued on a separate sheet



Personal Achievements

We ask you to describe your responses to 2 situations below so that we can form a view about you as a person. Drawing on all aspects of your experience so far.

Describe how your personal planning and organisation resulted in the successful achievement of a personal or group objective.

The situation:

The actions you took:

The results achieved:

Describe how, as a part of a group, you have best demonstrated your team working skills.

The situation:

The actions you took:

The results achieved:



Criminal Convictions

Do you have any current criminal convictions? Yes No

If yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

Are you facing any criminal prosecutions? Yes No

If yes, please give details:

General

Do you require a work permit to be employed in the UK? Yes No

If yes, it is current? Yes No

Do you possess a current full driving licence? Yes No

Is your licence free of endorsements? Yes No

If NO, please attach these details, including the number of points for each offence:

If your application is unsuccessful on this occasion, are you happy for us to hold your details for any future vacancies? Yes No

Health

Please be advised that all offers of employment are made subject to our receipt of confirmation of your fitness to do any job offered. The request for information will be based upon the intrinsic duties of the job and is made in accordance with the Equalities Act 2010

If you are invited to attend an interview you will be offered the opportunity to share with the HR department if you have any special requirements in respect of your attendance at the interview, and to undertake any of the selection activities which will be set out.

Data Protection

The information provided by you in your application will remain private and confidential and may be processed by the Company for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998.



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By returning this application form detailing your personal information you consent to our holding and processing, both electronically and manually, your sensitive personal data for the purposes specified by the Data Protection Act 1998.

References

Please provide the contact details for two referees, one of which should be your most recent employer. We reserve the right to request to contact any of your previous employers.

Name:

Name:

Job title:

Job title:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

I confirm that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statements are false or misleading, I may be liable to have my application disqualified or subsequently be dismissed from employment by the Company.

Signed:

Print Name:

Date: