

**APPLICATION FOR EMPLOYMENT**

PRIVATE AND CONFIDENTIAL



**Please be aware that any employment within Cowan Recovery Limited t/a CMG will be offered subject to satisfactory results from Statutory Police Vetting Procedure.**

**Failure to complete all sections on all pages could result in this application not being processed.**

**POSITION APPLYING FOR** \_\_\_\_\_

**PERSONAL DETAILS** - Please complete in **BLOCK** capitals

|  |                |                          |
|--|----------------|--------------------------|
| Title:                                   | Forename(s):   | Surname:                 |
| Home Telephone Number:                   |                | Mobile Telephone Number: |
| Permanent Home Address:                  |                |                          |
|  |                |                          |
|  |                | Post code:               |
| How long have you lived at this address? | Email Address: |                          |
| Years                                    | Months         |                          |

We have a legal obligation to ascertain whether you have the right to be employed and work in the UK.  Yes  
 Are you aware of any restriction on you working in the UK?  No

***If you have answered Yes, please give full details (continue on separate sheet if necessary)***

**DISABILITY**

Do you consider yourself to have a disability?  Yes  No     Are there are any 'reasonable adjustments' we can make to assist you during the recruitment process?  Yes  No

***If you have answered Yes, please provide details***

The Equality Act 2010 makes it unlawful to discriminate against disabled persons in connection with employment. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities.

**LICENCE DETAILS**

Do you hold a current / full driving licence?  Yes  No

**Groups**

Category B      Category C      Category CE  
 Category C1      Category C1E      Other

**DRIVER CPC**

Do you have any Driver CPC hours logged in the previous 5 years?  Yes  No

***If you have answered Yes, please provide details***

**DETAILS OF ANY ENDORSEMENTS/DRIVING OFFENCES** (including spent as these are necessary for Police Vetting Procedures)

- a. Have you been found guilty of any criminal offence (including conditional discharges) in any court of law (including a Youth Court) or received any caution, reprimanded or warning?  Yes  No
- b. Have you been involved in any accident or loss regardless of blame in the last five years?  Yes  No
- c. Have you been convicted of a motoring offence?  Yes  No
- d. Have you ever been disqualified from driving?  Yes  No
- e. Have you ever had a motor vehicle stolen in the last three years?  Yes  No
- f. Have you ever been refused insurance or had special terms imposed?  Yes  No
- g. Have you ever been convicted of any offence involving dishonesty of any kind?  Yes  No

*If you have answered Yes, please give details (continue on separate sheet if necessary)*

Full Circumstances of Accident, Loss or Conviction

Dates From / To

Endorsements  
Disqualifications




Full Circumstances of Accident, Loss or Conviction

Dates From / To

Endorsements  
Disqualifications




**EDUCATION / PROFESSIONAL QUALIFICATIONS**

School / Training Provider

Approx. Dates

Qualifications










**MEMBERSHIP OF ANY TECHNICAL / PROFESSIONAL ASSOCIATIONS**

Organisation

Valid From

Valid Until







**EMPLOYMENT HISTORY**

Current / Most Recent Employer and Position

Date From

Until




Final Salary

Period of Notice  
Required



General Duties

Reason for Leaving

**EMPLOYMENT HISTORY Continued**

Previous Employer, Position and General Duties

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Date From

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Final Salary

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Reason for Leaving

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Previous Employer, Position and General Duties

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Date From

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Final Salary

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Reason for Leaving

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Previous Employer, Position and General Duties

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Date From

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Final Salary

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Reason for Leaving

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Previous Employer, Position and General Duties

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Final Salary

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Reason for Leaving

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**REFERENCES**

Please give the names and details of two persons as referees who we can approach now for references. One must be a former employer or tutor. No approach will be made to your present or previous employers before an offer of employment is made.

|                      |              |                              |
|----------------------|--------------|------------------------------|
| Title:               | Forename(s): | Surname:                     |
| Relationship to you: |              | Company Name (if applicable) |
| Email Address:       |              | Telephone Number:            |
| Postal Address:      |              |                              |
|                      |              | Post code:                   |

|                      |              |                              |
|----------------------|--------------|------------------------------|
| Title:               | Forename(s): | Surname:                     |
| Relationship to you: |              | Company Name (if applicable) |
| Email Address:       |              | Telephone Number:            |
| Postal Address:      |              |                              |
|                      |              | Post code:                   |

## GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. (Continue on separate sheet if necessary)

## AVAILABILITY

Please provide any dates when you are unavailable for interview or work (for example pre-booked holiday)

## EQUALITY AND DIVERSITY POLICY STATEMENT

CMG will ensure that no partner, customer, employee or job applicant is discriminated against or receives less favourable treatment on the grounds of:

- Gender
- Age
- Race / Colour
- Nationality
- Ethnic or national origin
- Disability
- Marital status
- Sexual Orientation (including gay men, lesbians, bisexuals)
- Gender re-assignment
- Responsibility for dependant
- Political activities
- Religious beliefs
- Spent offences
- Any other reason which cannot be shown to be justified.

CMG believes in a fair and diverse society that gives everyone an equal chance to live, work and learn free from discrimination, prejudice and harassment.

CMG strives to eliminate all forms of unfair discrimination. In order to do this, it recognises that this requires not only a commitment to remove discrimination, but also action through positive policies to redress the inequalities that may have occurred in the past.

### **DECLARATION** *(Please read this carefully before signing this application)*

I warrant the information given within this application form is accurate and refers to all relevant personal and employment details of which a prudent employer would wish to be aware in considering a job offer. I also understand that deliberately providing inaccurate or false information may result in any future offer of employment being withdrawn

**Signed**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

As part of any recruitment process, CMG collects and processes personal data relating to job applicants. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. Speculative and Unsuccessful applicants will have their details held in a secure file for a period of no more than 6 months. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.