

PRIVATE & CONFIDENTIAL

Savant requests the information on this form for the purposes of assessing the applicant's suitability for the position applied for; administration of the recruitment process; and to meet other administrative, health and safety, contractual and legal obligations.

All information is held in the strictest confidence in accordance with Savant's Privacy Policy and Notice, which is available at www.savant.co.uk/privacy-notice, or from our Data Protection Officer based in our Burton-in-Kendal office, DataProtection@savant.co.uk.

Position applied for:**Part 1: Personal Details**

Title:

Surname:

First Names:

Address:

Postcode:

Contact phone no:

Other phone no:

E-mail:

Nationality:

Part 2: Referees

Please give the names and contact information of 2 referees. Savant reserves the right to take up references prior to making an offer of employment. Tick the box provided if you do not wish us to contact a referee prior to interview. Do not use friends or relatives as referees.

Name:

Address:

Postcode:

Contact phone no:

E-mail:

Capacity in which
known to you:

Tick box if NOT to be contacted prior to interview:

Tick box if NOT to be contacted prior to interview:

Applicant's declaration

I consent to the use of my data for purposes stated, including the take up of references from the named referees. I confirm that the information given on this form is correct and complete to the best of my knowledge. I understand that misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Signed:

Date:

* delete as appropriate

Ref:
(for office use)

Part 3: Employment History

Current Employment

Dates (Month & Year) From:

To:

Name & Address of Employer

Nature of Business & Approx
No. of Employees

Title of Job

Main Duties

Reporting to

Size of team responsible for

Reason for leaving

Salary & Benefits Before Tax

Basic:

Benefits

Total

Starting

Do you have a company car?

Now or on
leaving

Part 3: Employment History continued

Previous Employment

Please list all organisations for which you have worked, including military service, if any. Start with your last employment and continue in reverse date order. Continue on a separate sheet if necessary.

Dates (Month & Year)	Name & Address of Employer	Nature of Business & Approx No. of Employees	Title of Job/Main Duties/Reporting to / Size of team / Reason for leaving
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From:

To:

From:

To:

From:

To:

From:

To:

From:

To:

From:

To:

Part 4: Education

Details of schools attended

Dates attended	Name, Address & Type of School	Examinations taken, results and grades achieved
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From: To:

From: To:

Details of Further Education and Training since leaving school, including training courses. Under 'Type of Training' state whether full-time, day release, evening or correspondence

Dates attended	Name of University, College, Institute	Type of Training	Subjects Studied	Examinations taken, results and grades achieved
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From:

To:

From:

To:

From:

To:

From:

To:

From:

To:

Continue on a separate sheet if necessary.

Part 5: Additional Information

What are your interests, sports, hobbies ?:

Membership of Professional Bodies, Leisure Clubs and Societies (state responsible positions held):

Other information which may help your application, including any notable achievements:

Are you fluent in any foreign language(s) ? Please give details.

Do you have any holiday commitments ?

Do you have any other commitments that might limit your working hours ?

What is the minimum notice period for your current employment ?

Do you have or do you intend to take up any other paid employment ? If yes please give details

If required are you willing to work out of normal hours?

Part 5: Additional Information continued

Please list details of skills and professional experience that you consider relevant to your application :

Part 6: Supplementary Questions

Have you ever been dismissed ?

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974 ?

Yes

If answering YES to this question you should submit details on a separate sheet

If you wish your details to be kept on file for consideration should another suitable position arise please tick this box:

In order to fulfil our obligations to you to operate a fair recruitment process Savant will keep this form on file in a secure location for 12 months before arranging for secure destruction. If you are successful in your application this form will be kept on file in line with our employee privacy policy.

Save the application form and e-mail it to: jobapplications@savant.co.uk

Alternatively print out the application and send it to the address below.

Return to –

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Savant Ltd
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Dalton Lane
Burton in Kendal
Cumbria
LA6 1BL