



GRADUATE SCHEME APPLICATION FORM

Careers Event Ref:

Excellence Through Innovation™

Grainger & Worrall Ltd, Stanmore, Bridgnorth,
Shropshire WV15 5HP United Kingdom

Vacancy Details

Post applied for:

Graduate

3 month placement

12 month placement

Job Reference No.

Where did you see the vacancy advertised (please tick box)?

LinkedIn	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	G&W Website	<input type="checkbox"/>
Careers Fair (please state which one)				Jobs Board (Please state which one)			
Other (please state)							

PERSONAL INFORMATION (PRIVATE & CONFIDENTIAL)

Personal Details

Title:

Forename(s)

Surname:

Home Address:

Correspondence
Address
(if different):

Telephone No (Home):

Telephone No. (Work):

Email Address:

National Insurance No:

Do you hold a current driving licence?:

Yes ☐ / No ☐

If yes, please specify the type of licence:

If offered this position, would you continue to work in any other capacity?:

Yes ☐ / No ☐

If yes, please give details of the job & the hours of work:

If you know any person currently employed by the Company, please give details:

Grainger & Worrall Limited is an equal opportunities employer. Are there any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application for the job?

If so, please state here:

RELEVANT SKILLS, KNOWLEDGE & EXPERIENCE

Employment History

Please give details of jobs held including work experience placements, part time & unpaid work, starting with your current or most recent employer:

Company Name & Address	Position Held	Length of Service	Main Duties	Reason for Leaving

RELEVANT SKILLS, KNOWLEDGE & EXPERIENCE

Training & Professional Qualifications

Please give brief details of courses attended and examination results, including work-based training and your degree course:

Degree Subject	Name of College/University	Achieved or Predicted Grade	Completion date of degree

Please give details of any institute or professional membership:

Professional Body/ Association	Current Level of Membership	Method of Achievement (e.g. application, examination)	Membership Number

Relevant Skills & Experience

Please use this space below to give further details of how your work placements, skills, experience and training make you suitable for this position. If you have no work experience, please include any volunteering or non-work activities. (Please use a continuation sheet if necessary).

Criminal Convictions

Have you previously been convicted of a criminal offence which has not yet been spent (including driving offences)?

Yes ☐ / No ☐

If yes, please provide details of the offence(s): *(Please note that you should exclude any spent convictions under the Rehabilitation of Offenders Act 1974).*

Date of conviction:

Penalty imposed:

Immigration & Asylum Act

It is a criminal offence under The Asylum and Immigration Act (1996) for a company to employ a person who is subject to Immigration Control unless that person has current and valid leave to be in the United Kingdom which does not prevent him or her from taking the job.

Are you currently eligible to work in the U.K.?

Yes ☐ / No ☐

Do you require a work permit in order to be employed in the U.K.?

Yes ☐ / No ☐

If you need a work permit, please indicate if there are any limitations/ conditions on the work permit:

References

Please give names and addresses of two people not related to you who can provide employment references. One referee must be your present/ most recent employer.

Name:

Name:

Job title:

Job title:

Company name & address:

Company name & address:

Telephone No:

Telephone No:

E-mail address:

E-mail address:

Can we contact the referee prior to interview? (Tick as appropriate)

Yes ☐ / No ☐

Can we contact the referee prior to interview? (Delete as appropriate)

Yes ☐ / No ☐

Data Protection Statement

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Declaration

I hereby confirm that to the best of my knowledge the information given on this application form is true and correct. I understand that if I have given any misleading information on this form or made any omissions, this may be sufficient grounds for terminating my employment.

Signature:

Date:

MONITORING FORM

Grainger and Worrall Limited is committed to providing a working environment in which everyone feels valued, respected and able to contribute to the success of the business and to employ a workforce that recognises the diversity of our customers and potential customers.

This section of the application form will be detached from your application & will be used to monitor the effectiveness of our policies and procedures. We will take steps to ensure this information remains confidential to a limited number of staff in our HR department.

Title: Forename(s) Surname:

Date of Birth: Gender (please specify):

The Equality Act defines disability as a physical or mental impairment which has a substantial & long-term effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability or a long-term health condition? Yes ☐ No ☐

If yes, what is the effect or impact of your disability or health condition?:

If you would like to discuss your response further, please contact the HR Department.

Ethnic Origin Please tick ONE box to indicate how you would describe your ethnic origin::

A Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Any other Asian background, pls specify: _____

B Black or Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black background, pls specify: _____

C Chinese or other ethnic

- ☐ Chinese
- ☐ Any other, please specify: _____

D Mixed Heritage

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Black Caribbean
- ☐ Any other Mixed background, pls specify: _____

E White

- ☐ British
- ☐ English
- ☐ Irish
- ☐ Scottish
- ☐ Welsh
- ☐ Any other White background, pls specify: _____

F ☐ Prefer not to say

Religion & Belief: The below list of religions are the most commonly found in Britain. They are listed in alphabetical order and are not intended to signify rank in terms of importance. We acknowledge that the list is not exhaustive.

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jew
- ☐ Muslim
- ☐ Sikh
- ☐ Other Religion or Belief, pls specify: _____
- ☐ No Religion
- ☐ Prefer not to say

Sexual Orientation: Please help us to ensure that our processes and practices are fair to all staff by completing the following questions around your sexual orientation.

- ☐ Bisexual
- ☐ Gay man
- ☐ Gay Woman / Lesbian
- ☐ Heterosexual / Straight
- ☐ Other
- ☐ Prefer not to say