



## Application form

Type or write clearly using black ink as this form will be photocopied. Please continue on a separate sheet if space is inadequate.

Please note if you are attaching a CV, please only complete the following sections on the Application Form:

Personal Details • Information - experience, knowledge, skills and abilities • Rehabilitation of Offenders Act 1974 • Declaration • Equal Opportunities Monitoring

Once completed please return to:

Human Resources Dept, Venson, Venson House, 1 AC Court, High Street, Thames Ditton, Surrey. KT7 0SR  
Alternatively, you can e-mail the HR department at [HR@Venson.com](mailto:HR@Venson.com)

Position Applied for:

## Personal details

Title

Surname/Family name(s)

First name(s)

Home address   
  
 Postcode

Contact numbers Home  Work

Can we contact you at work? Yes  No

Mobile phone  Fax

Email

Are you required to hold a Work Permit? Yes  No  National Insurance Number

Do you hold a current driving licence? Yes  No  If yes, please specify

Please list any endorsements you have had

Are you in good health? Yes  No  How many days absence have you had in the last two years due to illness?  days

*If an offer is made you will be required to complete a medical questionnaire which may be sent to our Occupational Health Advisors for assessment.*

Are you related to, or do you have a close relationship with any Venson employee? Yes  No

If Yes, please give name and state relationship

Please state salary and benefits you are now seeking

## Venson is an equal opportunities employer

## Present or most recent employment

Name and address of employer

Role held

Employment dates from  to  Notice required

Annual salary  Other allowances/bonuses

Key responsibilities

1.
2.
3.
4.
5.

Reasons for leaving

## Other employment / career history

Please put the most recent first and provide full details of all paid and unpaid employment and breaks since leaving full-time education.

Employer's name	From	To	Role title	Reasons for leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Education, training and development

Please provide details of all education, training and development qualifications.

Dates	Place of study	Course title or subjects studied	qualifications / certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Information - experience, knowledge, skills and abilities

Please state briefly why you have applied for this post, indicating past achievements and experience and personal qualities relevant to your application and what contribution you would expect to make to the post.

## Leisure interests

  
  
  
  

## Rehabilitation of Offenders Act 1974

4

Please provide details of any criminal convictions, caution or bind-over or pending prosecution below (declaration subject to the Rehabilitation of Offenders Act).

  
  
  
  

## Declaration

I confirm that the information given on this application form together with my CV (if attached) is correct and I understand that, if appointed on the basis of false information contained in this form, I may be summarily dismissed.

I give my consent to process the provided personal data under the Data Protection Act 1998 on the understanding that it is used for

- (i) the purpose of processing my application for employment
- (ii) monitoring Venson employment policies and if my application is successful
- (iii) recording information relevant to my employment

Signature of applicant  date

# Equal Opportunities Monitoring



Venson seeks to employ a workforce which reflects the diversity of background, culture and characteristics of the community within which we operate, to ensure that our methods of selection are fair and that they are based solely on merit, objective job-related criteria and ability to do the job.

In order that we can effectively monitor recruitment, it is a requirement that you complete this form. This form will be separated from the main application form and will not be provided to the interview panel. Your answers will be treated in the strictest confidence and the information you provide will only be for monitoring purposes. How you complete this form has no connection to the evaluation of your application in any way.

The intention of monitoring and analysis is to establish if there are different success rates for men and women and for different ethnic groups and people with and without disabilities. If there are different success rates it will enable action to be taken to ensure that no group is treated unfairly.

Role title  Ref  Name

**Sex** Male  Female

Date of birth

**Marital Status** Single  Married  Divorced  Separated  Widowed

### Ethnic origin

White	Mixed	Black	Asian	Other
British <input type="radio"/>	White & Black Caribbean <input type="radio"/>	Caribbean <input type="radio"/>	Indian <input type="radio"/>	Turkish & Turkish Cypriot <input type="radio"/>
Irish <input type="radio"/>	White & Black African <input type="radio"/>	African <input type="radio"/>	Pakistani <input type="radio"/>	Greek & Greek Cypriot <input type="radio"/>
Other <input type="radio"/>	White & Asian <input type="radio"/>	British <input type="radio"/>	Bangladeshi <input type="radio"/>	Any other ethnic group <input type="radio"/>
	Other <input type="radio"/>	Other <input type="radio"/>	Chinese <input type="radio"/>	
			Other <input type="radio"/>	

If you selected any of the 'other' categories, please could you specify how you would further describe yourself below:

### Sexual orientation

Gay Man  Gay Woman  Hetero-sexual  Bi-sexual

**Religion** Please state your religion, if applicable

**Nationality** Please state your nationality

**Employment status** Full Time  Part Time

**Disability\*** Do you consider yourself to have a disability? Yes  No

Please state the nature of your disability

Please explain any special assistance you may need, e.g. wheelchair access, sign language interpreter for the interview

**Advertising** How did you find out about this vacancy?

If it was an advertisement please name the publication

\* Under the Disability Discrimination Act 1995 a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities such as those involved in mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight or communication, or as a permanent condition which is controlled by medication.