



THE PROPERTY CREW LIMITED

APPLICATION FOR EMPLOYMENT

DATE APPLICATION FORM SENT:	DATE APPLICATION RECEIVED BACK:
DIVISION/TRADE:	REGION:
FULL NAME: (Block Capitals)	
POSITION APPLIED FOR:	

APPLYING FOR A JOB AT THE PROPERTY CREW

If you wish to apply for job with THE PROPERTY CREW Limited you must complete this form. The information you give will be treated in confidence and will be seen only by persons employed by the Company who need to use it, in the course of their work. The information is asked for because:-

- It helps the Company in deciding whether to take your application further.
- It will be used as the basis for your employment records should your application be successful and you join the Company.

THE PROPERTY CREW Limited is an Equal Opportunities Employer. No applicant or employee is treated less favourably than another on grounds of sex, marital status, nationality, race, age, disability, ethnic or national origin, colour, religious belief, sexual orientation, gender re-assignment, pregnancy or community background unless justifiable.

Are there any adjustments that may be required to be made should you be invited for interview? If so, please state here:

PERSONAL DETAILS**PLEASE COMPLETE THIS PAGE IN BLOCK CAPITALS****Basic Information:**

Preferred Title: _____ Surname: _____ Forename(s): _____

Present Address: _____
Post Code: _____**Contact Details:** (Please complete and put in order of preferred method of contact)

Email Address: _____

Telephone No: _____

_____**Next of Kin details:**

Emergency Contact Name: _____ Daytime Number: _____

Emergency Contact daytime address: _____

Relationship: _____

Driving Information:Do you hold a current
full UK Driving Licence?Do you have current
endorsements/penalty
points?(If yes please give
details)Do you own your own
Vehicle?If no, how do you intend to
get to your place of work?*Photocopy of BOTH paper & card sections of driving licence required***Permits:** *It is the applicant's responsibility to ensure they hold the relevant permit.*

Do you have the right to live and work in the UK?

National Insurance
Number**Other Information - Rehabilitation of Offenders Act 1974**Have you ever been found guilty by a court or court martial of any offence,
which is not treated as spent under the rehabilitation of offenders legislation, or is
any case against you pending?

If %ES+please give details. (Unspent convictions will not necessarily bar you from employment).

In the last 5 years have you admitted any offence for which you have been
Cautioned by the police or a Government Body? If %ES+please give details

EDUCATION AND TRAINING	PLEASE INFORM US OF LEARNING ACQUIRED TO DATE. YOU ARE WELCOME TO CONTINUE ON ADDITIONAL SHEETS IF NECESSARY.
<i>Photocopy of all certificates (other than those achieved at School) required.</i>	

Education and Qualifications: (e.g. GCSE/GCE ~~A~~qLevel, GCE ~~A~~qLevels, NVQ, BTeC, City & Guilds, RSA, HNC/HND or Scottish Equivalent)

Secondary School and Colleges Attended	From	To
Subjects/Qualifications and Awarding Body	Level Results	Date Achieved

First Degree Course/Higher Degrees/Post Graduate/Professional Qualifications:

Qualification(s) gained	Main Subjects Studied	Full Time or Part Time	From / To	University / College / Polytechnic

Do you hold a current IOSH Certificate or equivalent?				
<i>NO -(if appropriate) training to be arranged by QSHE Co-ordinator once appointed</i>				

Training / Apprenticeship

Employer	Training Course	Dates

Membership of Professional Organisations

Organisation	Grade of Membership and registration no.	Date obtained

EMPLOYMENT	PLEASE PROVIDE DETAILS OF PRESENT / PAST EMPLOYMENT. YOU ARE WELCOME TO CONTINUE ON ADDITIONAL SHEETS IF NECESSARY.
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Are you currently employed?

If ~~NO~~ how long have you been unemployed?

If ~~YES~~

1. Please state notice required by your present employer
2. May we contact your present employer?
3. Current wage / salary & benefits

Please complete the following section in date order beginning with your current / most recent employer. You must also account for any gaps in your employment history.

From (Month/Year)	To (Month/Year)	Employer's Name, full address, nature of business & Telephone Number	Job Title & Department	Reason for Leaving (Including Dismissal or Resignation)

INFORMATION IN SUPPORT OF YOUR APPLICATION	THIS IS YOUR OPPORTUNITY TO TELL THE PROPERTY CREW LIMITED MORE ABOUT YOURSELF AND YOUR SUITABILITY FOR THE JOB YOU ARE APPLYING FOR
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Please state briefly why you have applied for this position.

What skills and experience can you bring to the job?

What outside interests and activities do you pursue? Include experience and achievements in any sphere of your life and details of positions of responsibility you hold or have held.

Are you involved in any of the following?

If ~~YES~~ tick the appropriate box(es) below

JP	Council Duties	School Board	Health Board	Reserve Forces (e.g. TA)	TU Official	Competitor in International Sports or Games	Others (Please give details e.g. Voluntary work)

HEALTH	PLEASE GIVE DETAILS OF YOUR CURRENT / PAST HEALTH
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How many days sickness have you taken in the past two years? _____ days

Please give details of any illness, or disability or injury, which has caused you to be absent from work for 4 weeks or more.

Are you receiving treatment or undergoing any investigation for a medical condition? If ~~YES~~ please give details.

Do you have a medical condition which may be relevant to your application for employment? If ~~YES~~ please give details.

Do you consider yourself to have a disability?
If ~~Yes~~ please state nature of disability:

The Disability Discrimination Act defines disability as “A physical or mental impairment, which has a substantial and long-term effect on a person’s ability to carry out normal day- to- day activities”.

N.B: You may BE required to have a medical examination and/or supply other medical evidence as required by the Company at any time during your employment.

REFERENCES

Name _____	Name _____
Job Title _____	Job Title _____
Company Name & Address _____	Company Name & Address _____
Post Code _____	Post Code _____
Tel. No. (including code) _____	Tel. No. (including code) _____
Capacity in which known to you _____	Capacity in which known to you _____
<i>Employment with the Company is subject to satisfactory references being obtained from current and previous employers. Unless you agree otherwise, the Company will not contact your current employer until after you have accepted an offer of employment.</i>	

I authorise THE PROPERTY CREW Limited to obtain references to support this application.	Signature: _____
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DATA PROTECTION STATEMENT

The Data Protection Act 1998 sets out rules for processing personal information (known as personal data) and applies to many paper records as well as those held on computer. The act places an obligation on all organisations that hold personal data to ensure that it handles and processes that information in the most secure way.

The Company undertakes to operate within the requirements of the Data Protection Act, and will adhere to the guidelines laid out in the Data protection Code of Practice.

The information that you provide on this form and that obtained from other relevant sources (such as referees) will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

Unless otherwise indicated by you in writing, your completion and submission to THE PROPERTY CREW LIMITED of this form will be deemed by us to signify your explicit consent to use your personal information in the manner specified above.

DECLARATION

I understand that giving any incorrect information, or any omission made with the intention of misleading the Company, will disqualify me from appointment OR if appointed, may result in my dismissal.

I accept the Company's conditions of employment stated in this application.

Signature: _____ Date: _____

Please return completed application form to:

HR Department
The Property Crew
Unit 225
Q West
Great West Road
London
TW9 0GP
Tel: 020 3176 2451
Email: recruitment@thepropertycrew.co.uk

PC-QF002

Additional sheet if required