

# APPLICATION FOR EMPLOYMENT



## HEAD OFFICE

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## AN AFE GROUP COMPANY

Miller's Vanguard is a trading name of AFE Group Ltd (part of the Ali Group)

REGISTERED IN ENGLAND: 03872673

## PERSONAL INFORMATION

Application for Post of:	Where did you hear about the vacancy?	Job Ref No:
Title:	Forename:	Surname:
Address:		
	Postcode:	Marital Status:
Daytime Telephone No:	Evening Telephone No:	National Insurance No:

## QUALIFICATIONS

#1. Name of School / College or University:

Details of Course / Qualifications Achieved:

#2. Name of Organising Body:

Details of Course / Qualifications Achieved:

## OTHER TRAINING

#1. Name of Organising Body:

Details of Course / Qualifications Achieved:

Course Start Date(s):

Course Completion Date(s):

#2. Name of Organising Body:

Details of Course / Qualifications Achieved:

Course Start Date(s):

Course Completion Date(s):

CONT...

**EMPLOYMENT HISTORY (Please complete in date order commencing with your most recent position)**

#1. Employer's Name:	Position:
Employer's Address:	
Employment Start Date:	Employment Termination Date: Notice Period if Current:
Leaving Salary:	Number of Hours Worked:
Main Duties & Responsibilities (*continue on separate sheet if necessary):	
Reasons for Leaving (if applicable):	

#2. Employer's Name:	Position:
Employer's Address:	
Employment Start Date:	Employment Termination Date: Notice Period if Current:
Leaving Salary:	Number of Hours Worked:
Main Duties & Responsibilities (*continue on separate sheet if necessary):	
Reasons for Leaving (if applicable):	

#3. Employer's Name:	Position:
Employer's Address:	
Employment Start Date:	Employment Termination Date: Notice Period if Current:
Leaving Salary:	Number of Hours Worked:
Main Duties & Responsibilities (*continue on separate sheet if necessary):	
Reasons for Leaving (if applicable):	

#4. Employer's Name:	Position:
Employer's Address:	
Employment Start Date:	Employment Termination Date: Notice Period if Current:
Leaving Salary:	Number of Hours Worked:
Main Duties & Responsibilities (*continue on separate sheet if necessary):	
Reasons for Leaving (if applicable):	

CONT..





## REFERENCES

#1. Referee's Name:	Position:
Address:	
Telephone No:	Relationship to You:
#2. Referee's Name:	Position:
Address:	
Telephone No:	Relationship to You:

**MAY THESE REFEREES BE CONTACTED WITHOUT PRIOR CONSENT FROM YOU? YES / NO**

## DECLARATION

Have you ever been dismissed? (If so, please state why):	Do you hold a full clean driving licence? (If not, please give details):
If offered the position, when can you start:	
<ol style="list-style-type: none"><li>1. Miller's Vanguard hereby informs you that we intend to process the personal and sensitive data contained within this document and disclose the data to appropriate HR processes.</li><li>2. Offers of employment are subject to satisfactory references.</li><li>3. If it is discovered that any statements are false or misleading, you will be liable to have your application disqualified or dismissed from any contract offered.</li></ol>	
Declaration: Please sign below indicating you agree to the above statements and that the information on this form is true and complete.	
Signed:	Date:

## EQUAL OPPORTUNITIES

Miller's Vanguard is an equal opportunities employer. We aim to ensure that unfair discrimination does not take place. In order to help us monitor the effectiveness of our recruitment policy, you are asked to provide the information requested below.

Are you related to anyone in the company? (If so, please state who):

Do you consider yourself to have a disability? (If so, please state the nature of this disability):

Please state any special arrangements that need to be made for your interview.

Are you a British Citizen - Yes/No	If yes, please indicate your UK Passport number and expiry date
If you are not a British Citizen do you need a permit to work - Yes/No	If yes, when does this permit expire?
Nationality:	Religion:

## PASSPORT/VISA WILL NEED TO BE PRODUCED AT INTERVIEW

To which of these groups do you consider you belong? Please circle one only:

White	Indian
Black African	Mixed Race
Black Caribbean	Chinese
Black Other	Bangladeshi
Pakistani	Other (please describe)

Have you ever been convicted of a criminal offence? (If so, please give details):

**NB:**  
You are not required to disclose spent convictions covered by Rehabilitation of Offenders Act 1974. A conviction becomes spent after a certain length of time subject to varying conditions. If you are in doubt about declaring a previous conviction, contact your local Probation Officer, Citizens Advice Bureau or your solicitor.

**MILLER'S VANGUARD WILL WRITE TO SUCCESSFUL APPLICANTS INVITING THEM FOR AN INTERVIEW. DUE TO THE VOLUME OF APPLICANTS WE RECEIVE WE APOLOGISE THAT, IN MOST CASES, WE ARE UNABLE TO WRITE TO UNSUCCESSFUL APPLICANTS.**

For more information about the Company, directions to our premises & contact details for our management team, please visit [WWW.MILLERSVANGUARD.CO.UK](http://WWW.MILLERSVANGUARD.CO.UK)