

APPLICATION FOR EMPLOYMENT

The Lakeland Climbing Centre Ltd.
North Region Centres



Email completed forms to manager@lancasterwall.co.uk in PDF

CONFIDENTIAL

Please complete this form in black ink or type to enable clear photocopying and return it to the above address.

We wish to ensure that comparison between applicants is fair and in line with the Company's Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet the essential criteria on the person specification. Please note that CVs are not accepted.

Position and Full or Part time role applying for:	
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Surname		First Name	
Address		Mobile Number	
		Home Number	
		Work Number	
		Email	

May we contact you at work?	
If currently employed, how much notice would you be required to give to take up the post?	
What is your current or most recent salary?	
Please refer to the accompanying Job Advert for the interview date. Do you have any problem with this date?	
Are you eligible to work in the U.K.?	

EDUCATION AND TRAINING

Please list any education and/or training (including short courses) that you have undertaken:

Education/Courses/Training		Qualifications
Date		

REFERENCES

Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you have been employed, we would normally seek a reference from your present or most recent employer.

First Referee		Second Referee	
Name		Name	
Position held		Position held	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

References may be taken up for applicants who are short listed and will be contacted if you are

offered the job.

PAID AND/OR UNPAID WORK EXPERIENCE

Please include your current/previous employment (including job training schemes), voluntary work, community activities etc. Please put in date order, starting with the most recent. (Continue on a separate sheet if necessary.)

Dates	Name of Employer / Organisation	Nature of Work & Reason for leaving

SUPPORTING INFORMATION

In this section we would like you to give specific information in support of your application. Taking the **points** marked with an asterisk on the person specification; demonstrate how you have all the necessary skills and abilities. Continue on a separate sheet if necessary.

CRIMINAL CONVICTIONS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 which means that spent convictions must be disclosed and will be considered in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. In addition, you are required to submit to a Disclosure and Barring check. Any disclosure made by the Disclosure and Barring Service will remain strictly confidential.

Have you had any previous convictions or cautions not regarded as spent under the Rehabilitation of Offenders Act 1974? **YES/NO**

The term 'convictions' is used to refer to any sentence or disposal issued by a court. The term 'cautions' includes simple and conditional cautions. You do not need to disclose reprimands, final warnings or cautions accepted when under 18.

If YES, please provide details of the offence and the date of conviction.

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Please note: To ensure the safety of our customers, The Lakeland Climbing Centre requires that all staff who will provide instruction have their criminal records checked. However, the company is committed to the promotion and delivery of equal opportunities to staff and so has a policy to ensure ex-offenders are not discriminated against.

All offences, other than sexual crimes against a child or vulnerable adult, will be treated on an individual basis considering issues such as the risk to the customers, the circumstances of the offence (e.g., what it was, is it relevant to role, how long ago it was) and the reputation of the company.

Data Protection Act 2018

As part of the recruitment procedure, we may collect and store sensitive personal data about you. We are required by law to obtain your consent to such data being recorded. It is our policy to store data relating to recruitment procedures for *12 months* after the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.

I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, a medical form, and probationary period (in line with the operation of the Equality Act 2010).

I declare the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored. If completing this form electronically, typing your name will be accepted as an e-signature.

Signature	Date
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