

*“Highest quality services
with the best quality people”*

Application Form

1. Personal Details	
Full Name:	
Address:	
Contact Number:	
Email Address:	
National Insurance Number:	
RICS / CIOB / CIARB Membership Details and Number:	
CSCS Card Type and Number:	

2. Application Details	
Position applied for:	
If successful when would you be able to start?	
Current salary:	

3. If you are currently studying	
Course:	
University:	
Part-time or full-time course:	
Course end date:	
Predicted grades:	

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4. Education History			
Dates	Achievement / Level	Subject	Results

5. Employment History			
Dates	Name and Address of Employer (most recent first)	Job Title and Main Responsibilities	Reason for Leaving

Skills and Experience
<p>6. Why do you believe Decipher should employ you? In support of your application, please detail any relevant skills, experience, qualifications, personal qualities which you believe are relevant to the position you are applying for.</p>

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7. Why do you want to work for Decipher? What do you know about our company and what has made you want to apply for this position?

8. What are your hobbies and personal interests? At Decipher we are interested in all our employees as people, so your personal interests are of interest to us.

9. Travel		
Do you have your own car and valid driving licence?	Yes	No
Are you able and willing to travel with work?	Yes	No
Please detail any restrictions.		

10. Right to Work		
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?	Yes	No
If Yes, please provide details.		
If you were successful in your application, would you require a work permit prior to taking up employment?	Yes	No

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11. Adjustments		
If offered an interview, would we need to make any adjustments in order to enable you to attend an interview?	Yes	No
If Yes, please provide details.		
If offered employment, would we need to make any adjustments to enable you to undertake your role?	Yes	No
If Yes, please provide details.		

12. Referees			
References will only be requested upon offer of employment but referee details need to be provided prior to interview.			
If you are in employment, one reference must be from that organisation. Other references should include either previous employers or educational institutions.			
Name:		Name:	
Company Name:		Company Name:	
Address:		Address:	
Email Address:		Email Address:	
Contact Number:		Contact Number:	
Relationship to You:		Relationship to You:	

13. Rehabilitation of Offenders Act 1974		
You are not required to disclose convictions that are “spent”. Please note that “unspent” cautions or convictions will not necessarily disqualify you from the post.		
Do you have any cautions or convictions?	Yes	No
Please provide details of any unspent cautions or convictions against you giving date, type of offence, sentence/fine imposed etc.		

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14. Declaration			
<p>I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information or failure to disclose medical or any other relevant information will disqualify me from appointment or, if appointed, may result in my dismissal.</p> <p>I understand that any appointment or offer of appointment is conditional upon the receipt of satisfactory references.</p> <p>I also understand that in some circumstances any appointment or offer of appointment may be conditional upon receipt of a satisfactory medical and / or police report.</p>			
Signed:		Date:	

15. Data Protection			
<p>General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) “GDPR” sets out certain requirements for the protection of your personal information against unauthorized use or disclosure. The Regulation gives you certain rights.</p> <p>Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application.</p> <p>If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring.</p> <p>If your application is successful, the information will form part of your Personnel file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under GDPR to obtain your explicit consent.</p> <p>I consent to the use of my personal information for the purpose and on terms set out above.</p>			
Signed:		Date:	

Once complete, please save this form to your local computer, using the 'save-as' option, and email the completed form to nicola.brown@decipher-group.com, ccing to mark.jones@decipher-group.com