

Human Resources
LED Head Office
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY
Telephone: 01395 562500
Email: hr@ledleisure.co.uk

Dear Applicant,

Guidance note to complete application form.

Thank you for downloading the word version of our application form, which follows these notes.

The application form is password protected and therefore no amendments to the format of the form can be made. Each section of the form contains a grey area which allows text to be entered into the relevant section. Areas where date information is required should be entered in the format of dd/mm/yy.

The equal opportunities form contains formulae which will transfer across some information which you have already entered on the first page of the form e.g. Post number and Job title but this will not be apparent until you preview or print the application form.

We recommend that you save the completed form on your computer prior to returning it to us. If you decide to email this application back to hr@ledleisure.co.uk and you are invited to interview, you will be asked to sign the declaration.

We are constantly seeking to improve our services and we would welcome your feedback in regard to your experience of applying for a job with LED to hr@ledleisure.co.uk

All that remains is to wish you good luck with your application.

Yours sincerely

Human Resources

Employment Application

Please return your completed form to:
**Human Resources, LED Ltd, Bicton College,
East Budleigh, Budleigh Salterton, Devon. EX9 7BY**

Please complete in black ink or type

Job title:
Post number:
Closing date – DD/MM/YY:
Personnel use monitoring number:

Personal details BLOCK CAPITALS PLEASE

Surname:	Initials:
Address:	Telephone number (home / mobile):
	Email address:
Post code:	National Insurance number:
	REQUIRED

Current (or most recent) employment

Employer's name and address:	Job title:
Present basic salary:	Other benefits:
Date appointed – DD/MM/YY:	Date left (if applicable) – DD/MM/YY:
Reason for seeking other employment:	Notice required:

Previous employment (most recent previous employment first)

Job title	Name and address of employer	Dates (DD/MM/YY)		Salary/Grade	Reason for leaving
		From	To		

References

Please give the names and addresses of two people who are able to provide references relating to your experience and suitability for this post. One must be your present or most recent employer, or academic principal if you are a school/college leaver.

Please check the box if you would prefer to be consulted before a referee is contacted.

Referee 1 <input type="checkbox"/>	Referee 2 <input type="checkbox"/>
Name:	Name:
Job title:	Job title:
Address:	Address:
Telephone number:	Telephone number:
In what capacity do you know the referee?	In what capacity do you know the referee?

Qualifications

School, College, University	Examinations passed	Grade	Date Achieved

Membership of professional institutions

Details, including current level of membership:

Job related training

Details, including organisation, course title(s) and dates:

Skills (other information)

Do you have access to a motor car?

Do you possess a full valid driving licence?

Are there any other skills which you possess which are relevant to the post you are applying for?

Supporting information

Give the reasons for your application, indicating how your experience, qualifications, personal qualities and interests meet the person specification and the requirements of this post

I certify that the information I have provided is both complete and accurate and I understand that false statements will disqualify my application

Signature:

Date – DD/MM/YY:

Equal Opportunities Monitoring Form

This part of the form will be detached and will NOT be seen by those responsible for deciding whether or not you are invited for an interview, but the information you provide will be used for equal opportunity monitoring.

Name in full:

Post number: Job title:

Please tick boxes as appropriate:

Sex Female Male **Date of birth** ____ (DD/MM/YY)

Preferred title

Marital status Single Married Divorced Separated Widowed

Are you the main carer for any dependants? (for example, young children or elderly or disabled relatives)
Yes No

How would you describe your ethnic origin?

White – UK Black – African Bangladeshi Irish
 White – other European Black - Caribbean Chinese Pakistani
 White – other* Black – Other* Indian Other*

(please describe*) _____

Do you have 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?
Yes No

If you are invited to interview should we make any special arrangements?
For example, sign language interpreter _____

Other information:

(a) Relationship to LED Ltd trustees or employees
In order to ensure openness, please state whether you are related to any Trustee or Employee of LED Ltd.
Yes No
If yes, please tell us name of Trustee/ Employee and the relationship, for example, partner, brother or sister etc.

(b) Advertisement
Please tell us where you saw this post advertised:
Journal / Herald Express & Echo Job Centre Internet Job Bulletin
Other (please specify)

Signature: Date – DD/MM/YY:

Please note that if you submit this form by email to: (hr@ledleisure.co.uk), you will be asked to sign it if you are invited to interview

