

# The Symphony Group PLC Application Form



If you require any assistance in completing this application form please contact the Symphony HR Department on 01226 446000

Position applied for \_\_\_\_\_

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of age, gender, marital status, colour, disability, ethnic or national origin, politics, religion, sexual orientation or race.

## Personal Details

First name/s \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Home telephone \_\_\_\_\_ Mobile telephone \_\_\_\_\_

E-mail address \_\_\_\_\_ Do you require a work permit to work in the UK? \_\_\_\_\_

## Secondary Details

From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of School \_\_\_\_\_

Subjects and Results

## Further Details

From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of School \_\_\_\_\_

Subjects and Results

## Other Qualifications

Please provide copies of all certificates gained with, wherever possible, dates and details.

Are you a member of any professional organisation? If so, please give details

**Relevant Experience**

Please summarise your job skills, with particular reference to those which are appropriate to the position applied for. This will include all practical knowledge and any training you may have undertaken. Please give approximate dates of any training received.

**Personal Skills**

Briefly describe yourself, highlighting any other personal skills and strengths that might assist you in any future employment.

**Personal Interests**

Please list your personal interests and hobbies

Do you hold a current driving licence?

Yes

No

If so, is it provisional or full?

Provisional

Full

How long have you held a driving licence? \_\_\_\_\_

Please give details of any current endorsements

Please indicate if you hold a current HGV licence

Yes

No

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## Employment Details

Please give details of your last three employers, the most recent first.  
Please provide details of any gaps in your employment history in the space allocated below.

1. From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Company \_\_\_\_\_

Postcode \_\_\_\_\_ Nature of Business \_\_\_\_\_

Position/ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Company \_\_\_\_\_

Postcode \_\_\_\_\_ Nature of Business \_\_\_\_\_

Position/ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. From \_\_\_\_\_ To \_\_\_\_\_

Name and Address of Company \_\_\_\_\_

Postcode \_\_\_\_\_ Nature of Business \_\_\_\_\_

Position/ Job Title \_\_\_\_\_ Salary \_\_\_\_\_

Main Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Please indicate your preferred position out of your listed employment details, and give some reasons

Please give some reasons for any gaps in your employment history

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# Symphony<sup>®</sup>

Please indicate the level of wage/ salary required \_\_\_\_\_

Do you know anyone who currently works or has worked for Symphony? If yes, please give details

Have you ever previously worked for Symphony? If so, in what position?

## Referees

This section must be completed\*, and cover at least the last three years of employment. If you have only had one employer in the last three years, please also supply a personal/ character reference.

Name \_\_\_\_\_

Name \_\_\_\_\_

Job title \_\_\_\_\_

Job title \_\_\_\_\_

Address

Address

Postcode \_\_\_\_\_ Tel. no. \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. no. \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Job title \_\_\_\_\_

Job title \_\_\_\_\_

Address

Address

Postcode \_\_\_\_\_ Tel. no. \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. no. \_\_\_\_\_

**\*Applications without this section fully completed will not be shortlisted.**

Please indicate below if there are any reasonable adjustments you would require should you be selected for interview

All the details completed within this application form are correct as undersigned by the applicant.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please use this space to add any further information to support your application.

This section of the application form is designed to enable Symphony to monitor equal opportunities. We aim to ensure that no applicant or prospective employee receives less favourable treatment on the grounds of age, gender, marital status, colour, disability, ethnic or national origin, politics, religion, sexual orientation or race. As such, the details provided on this monitoring form will not be used to shortlist candidates and will be held separately to the application form.

**This monitoring form is a private and confidential document**

Position applied for \_\_\_\_\_

**Age:** 16-25  46-55   
26-35  56-65   
36-45  over 65

**Gender:** Male  Female  Prefer not to say   
If you are currently undergoing gender realignment, please indicate the gender you will become.

**Ethnic Origin:**

White

British  Irish  
 Any other white background (please specify) \_\_\_\_\_

Black or Black British

Caribbean  African  
 Any other black background (please specify) \_\_\_\_\_

Asian or Asian British

Indian  Pakistani  Bangladeshi  
 Any other Asian background (please specify) \_\_\_\_\_

Mixed

White and black Caribbean  White and Asian  White and black African  
 Any other mixed background (please specify) \_\_\_\_\_

Chinese or other ethnic group

Chinese  Any other (please specify) \_\_\_\_\_

**Nationality** (British, American, French etc) \_\_\_\_\_

**Personal Health:**

Do you consider that you have a disability? Yes  No

For clarification, the definition of disability from the Equality Act 2010 is a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. An effect is long term if it has lasted, or is likely to last, more than 12 months'.

How did you hear about this vacancy?