



# Application Form

Once complete please return to:

HR Department, Oval Limited, Tollerton Hall, Tollerton, Nottingham,  
NG12 4GF

Thank you for your interest in The Oval Group. To help us as part of the recruitment process, please complete this form in full. For clarity, please use black ink or type. If you require any assistance or advice in completing this form, please contact the HR Department at the above address or on 0115 937 6100.

## Position you are applying for:

Job Title

Where did you hear about the role? (Please indicate below)

National Press

Local Press

Recruitment Agency

Employee Referral

Internet

Oval Website

Other (Please state)

## Personal Information

Surname		Title	
Forenames			
Address			
Postcode			
Home Telephone			
Work Telephone			
Mobile Telephone			
Email Address			
Notice period required from current employer:			
Have you a current driving license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Please give details of any current driving convictions or endorsements, including dates:			

**Education**

Please tell us about your education from age 11 onwards.

School/College Name	Dates (from/to)	Exams Taken Dates, Subjects and Level	Grades

University or College Name	Dates (from/to)	Subject(s)	Grades

**Professional Qualifications**

Please tell us about any professional or additional qualifications that you hold.

Qualification	Dates (from/to)	Result/Grade (expected/obtained)

**IMPORTANT – Please attach to this application copies of the original certificates for the above qualifications/ memberships.**

## PC Skills

Please indicate the PC skills you have.

Word

Excel

PowerPoint

Access

Outlook

For other packages, please specify:

## Relevant Skills and Experience

**Please outline the skills and experience you have gained through paid employment and other work activities and interests, which are relevant to your application for this job. Please continue on a separate page if necessary and attach this to the form.**

**Employment History**

Please give details of your roles to date, starting with your current or last employer:

<b>Current/Last Company Name</b>		<b>Type of Business</b>	
<b>Date Employment Commenced</b>		<b>Date of Leaving</b>	
<b>Role, Responsibilities and Achievements</b>			
<b>Reason for Leaving</b>		<b>Salary</b>	<b>£</b>

<b>Previous Company Name</b>		<b>Type of Business</b>	
<b>Date Employment Commenced</b>		<b>Date of Leaving</b>	
<b>Role and Responsibilities</b>			
<b>Reason for Leaving</b>		<b>Salary</b>	<b>£</b>

<b>Previous Company Name</b>		<b>Type of Business</b>	
<b>Date Employment Commenced</b>		<b>Date of Leaving</b>	
<b>Role and Responsibilities</b>			
<b>Reason for Leaving</b>		<b>Salary</b>	<b>£</b>

<b>Previous Company Name</b>		<b>Type of Business</b>	
<b>Date Employment Commenced</b>		<b>Date of Leaving</b>	
<b>Role and Responsibilities</b>			
<b>Reason for Leaving</b>		<b>Salary</b>	<b>£</b>

<b>FITNESS &amp; PROPRIETY</b>		
1.	Have you ever been convicted of any offence involving fraud, theft, false accounting or other dishonesty or an offence (whether or not in the United Kingdom) relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing? (Convictions spent under the Rehabilitation of Offenders Act 1974 must be included).	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you subject to any current criminal proceedings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Have you any convictions for any offences other than those listed in 1 above which are not spent, whether or not in the United Kingdom (excluding traffic offences unless these resulted in a ban from driving or involved driving without insurance)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Have you ever been or are you currently the subject of any civil proceedings, arbitration or litigation, including proceedings that may lead to a County Court Judgement (CCJ) or other judgement debts in the United Kingdom or elsewhere?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4a.	Are you aware of any intention to begin such proceedings against you in the future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Do you have any judgement debts (including CCJS) made under a court order still outstanding, whether in part or in full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Have you ever failed to satisfy any such judgement debts within one year of making the order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Are you currently or have you ever been the subject of any bankruptcy proceedings, or proceedings for sequestration of your estate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7a.	Have you ever entered into a deed of arrangement or an individual voluntary arrangement (or in Scotland a trust deed) or other agreement in favour of your creditors, or are you doing so now?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Are you, or have you ever been, the subject of an investigation into allegations of misconduct or malpractice in connection with any business activity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Have you ever, either in the United Kingdom or elsewhere; <ul style="list-style-type: none"> <li>a) Been refused entry to, or been dismissed or requested to resign from, any profession, vocation, office or employment, or from any fiduciary office or position of trust, whether or not remunerated?</li> <li>b) Been refused, restricted in, or had suspended, the right to carry on any trade, business or profession for which specific licence, authorisation, registration or membership or other permission is required?</li> <li>c) Been disqualified by a court from acting as a director of a company or from acting in a management capacity or conducting the affairs of any company, partnership or unincorporated association?</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Has any company, partnership or unincorporated association of which you are or have been a controller, director, senior manager, partner or company secretary in the United Kingdom or elsewhere, at any time during your involvement or within one year of such an involvement: <ul style="list-style-type: none"> <li>a) Been put into liquidation, wound up, ceased trading, had a receiver or administrator appointed or entered into any voluntary arrangement with its creditors?</li> <li>b) Been adjudged by a court liable for any fraud, misfeasance, wrongful trading or other misconduct?</li> <li>c) Been investigated or been involved in an investigation by an inspector appointed under companies or any other legislation, or required to produce documents to the Secretary of State, or any other authority, under any such legislation?</li> <li>d) Been convicted of any criminal offence, censured, disciplined or publicly criticised, by any inquiry, by the Takeover panel or any governmental or statutory authority of any other regulatory body (other than as already indicated under 12b above)</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Are you aware of any business interests, employment obligations, or any other situations which may conflict with the role you are now seeking?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS PLEASE PROVIDE FULL DETAILS BELOW**

**Question Number**

**Information**

Question Number	Information

**Hobbies and Interests**

**Please tell us about what you enjoy doing outside of work**

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**Criminal Convictions**

Have you ever been convicted of a criminal offence (other than motoring offences and spent convictions as defined by the Rehabilitation of Offenders Act)? No  Yes  (If yes, please give details)

**Health Declaration**

Please complete the following in relation to any periods of absence over the past 12 months: (If appropriate, please state "NONE").

<b>Total number of days absence in the last 12 months</b>	
<b>Total number of occasions/periods of absence in the last 12 months</b>	

(If you wish to provide any detail in relation to your absence record, please attach an additional sheet/covering letter)

**Employment in the UK**

Are there any restrictions relevant to this application?

**References**

Please supply contact details of two recent employers we can approach for references. This should include your existing employer and one within the last two years. If you would prefer us not to take up references until an offer of employment has been accepted, please indicate in the box.

<b>Name</b>	
<b>Relationship*</b>	
<b>Company</b>	
<b>Position</b>	
<b>Dates employed</b>	
<b>Address</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Relationship*</b>	
<b>Company</b>	
<b>Position</b>	
<b>Dates employed</b>	
<b>Address</b>	
<b>Telephone No.</b>	
<b>Email Address</b>	

\* This should be a line manager or a member of the HR department.

Your application form may be kept on file or circulated within the Group pending any suitable vacancies in the future. Please indicate your agreement or otherwise by deleting as appropriate **AGREED** **NOT AGREED**

## Equal Opportunities

Oval Limited is an equal opportunities employer. It is our intention to ensure that job applicants and employees are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic origin or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family background, sexual orientation or any other irrelevant distinction.

This part of the application form is only to assist us in monitoring the effectiveness of our policy and will NOT be used as part of the recruitment process. In accordance with the Data Protection Act 1998, Oval Limited will seek your explicit permission should it intend to possess any sensitive information, other than for equal opportunities monitoring purposes. Please complete the following:

<b>Sex</b>	<b>Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>		
<b>Nationality</b> (Please tick as appropriate)	<b>Black Caribbean</b>	<input type="checkbox"/>	<b>Black African</b>	<input type="checkbox"/>
	<b>Bangladeshi</b>	<input type="checkbox"/>	<b>Pakistani</b>	<input type="checkbox"/>
	<b>Indian</b>	<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>
	<b>White</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
	<b>If other, please specify</b>			
<b>Do you consider yourself to have a disability (i.e. suffer from a debilitating condition which has affected your ability to carry out day-to-day activities for 12 months or more)?</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/>			
	<b>If yes, please give details.</b>			
<b>Do you have any condition that will require special working arrangements to be made?</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/>			
	<b>If yes, please give details</b>			

## Declaration

The data on this application form will be used for the purpose of HR administration and legitimate issues relating to employment. Oval Limited will observe the principles of the Data Protection Act 1998 at all times.

I confirm that the details given on this form are accurate. I understand that any false statement or failure to disclose information, where required to do so will if employed, will render me liable to disciplinary action, which may include dismissal.

<b>Applicant Signature</b>			
<b>Print Name</b>		<b>Date</b>	