

Group HR

Email: recruitment@prestigeholdings.co.uk

Telephone: 02890 355 582

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| **Position – Delivery Driver** | **Job Ref: 2021-DD1/** |
| **Closing date – Friday 3rd September 2021** |
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### This Form should be completed in black ink or typescript.

* All parts of this Form, together with the enclosed Monitoring Form if applying for a role within N. Ireland, must be completed in full. Failure to do so will invalidate your application.
* Only information contained in this form will be considered. Please attach additional sheets if necessary.
* This Form must be returned by the stated closing date – late or unsigned applications will not be accepted.
* Canvassing will disqualify.
* A copy of any educational and/or professional/technical qualifications must be produced if you are successfully appointed to the role (if applicable).

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| **1. PERSONAL DETAILS** |
| Surname: |  |
| Forename(s): |  |
| Address:(including Post Code) |  |
| EmailAddress: |  |
| Daytime Telephone Number | Home Telephone Number | Mobile Telephone Number |
| National Insurance/PPS Number |  |
| Do you need a permit to work within the UK/Ireland? *(if “yes” please give details)* YES/NO  |
| Do you hold a current valid driving licence? YES/NO |
| Do you have any driving licence endorsements? *(if “yes” please give details)* YES/NO |
| Disability is defined as “any physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities and which has lasted, or is likely to last, for more than 12 months.Do you consider that you have a disability that is relevant to your application? YES/NOIf yes please provide details of anything we should know about your disability or requirements in order to:* Process your application fairly,
* Make any specific arrangements for your interview, and
* Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.
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| **2. SECONDARY LEVEL EDUCATION QUALIFICATIONS**  |
| Date of Study  | Level of Study | Subject | Result |
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| **3. UNIVERSITY/FURTHER EDUCATION**  |
| Establishment*(College/University)* | From | To | Examination/Degree/other Qualification *(state main subjects, grades and class of honours obtained)* |
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| **4.TRAINING (Internal/External) COURSES/SEMINARS/WORKSHOPS relevant to the role you are applying for** |
| Training Provider | Date | Duration | Course Title and Content |
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| **5. PROFESSIONAL QUALIFICATIONS/MEMBERSHIP**  |
| Date | Professional Body | Membership Number | Level of Membership |
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| **6. CURRENT/MOST RECENT EMPLOYER**  |
| Employer: |  | Type of Business: |  |
| Address: | Starting Date |  |
| Leaving Date/ Notice Period: |  |
| Position: |  | Remuneration (incl. benefits) package: |  |
| Duties/Responsibilities |
| Reason for wishing to leave: |

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| **7. OTHER EMPLOYERS IN LAST 6 YEARS (working backwards from the most recent)**  |
| Employer*(Including nature of business)* | From | To | Position*(Including reason for leaving)* | Main Duties |
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| **8. SHORTLISTING CRITERIA** |
| *The information provided in this section will be used to evaluate your application against the criteria contained in the Person Specification. You must complete this section of the Form, clearly stating how and to what extent you meet the requirements set out in the Person Specification.*  |
| 1. Clearly demonstrate how you meet the essential criteria contained within the Person Specification. You should provide dates and examples of the type of work you have carried out.
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| 1. Clearly state how you meet the desirable criteria contained within the Person Specification (if applicable). Provide dates and examples of the type of work you have carried out.
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| **9. CRIMINAL CONVICTIONS**  |
| Please give details of any convictions for criminal offences which are not regarded as "spent" convictions under the following;* GB - Rehabilitation of Offenders Act 1974;
* N.I - Rehabilitation of Offenders (NI) Order 1978;
* ROI - Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016.

Include nature of offence and sentence. |

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| **10. REFEREES**  |
| Please provide details of two persons who have consented to give references in relation to your **two most immediate** employers. Personal references will **not** be accepted. Please note that referees will not be contacted until a formal offer of employment has been made and accepted.  |
| Name:Address:Occupation:Telephone Number: | Name:Address:Occupation:Telephone Number: |

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| **11. ADDITIONAL INFORMATION** |
| Provide any additional information which you wish to give in support of your application.  |

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| **12. RECRUITMENT POLICY**  |
| Prestige Insurance Holding Group employs people from all sections of the community and are committed to the appointment of the best candidates based solely on the principle of merit. We are advertising widely and welcome applications from all suitably qualified persons irrespective of sex, marital status, age, ethnicity, religious belief, disability, sexual orientation, community background, political opinion and/ or responsibility for dependants.The information provided in this Form, or obtained from other relevant sources, will be used to process your application for employment. The personal information given will be used in a confidential manner to help monitor our recruitment process. If you are successful with your application and take up employment with us, the information will be used in the administration of your employment with us. We may check the information collected, with third parties or with other information held by us. By signing this form we will be assuming that you agree to the processing of sensitive personal data in accordance with GDPR. ~~~~~~~~~~~~~~~~~~~~~~~**I declare that the foregoing particulars, together with the details on the enclosed Monitoring Form (if applying for a role within N. Ireland), are complete and correct to the best of my knowledge and belief.** **If successful, and the role falls under the Financial Conduct Authority Senior Managers Certification Regime or the Central Bank of Ireland’s Fitness and Probity Standards, I agree to the Company and/or third-party supplier acting on the Company’s behalf to conduct any necessary Due Diligence checks applicable for the role to include but not limited to:*** **UK - credit checks, criminal record checks, directorship checks, anti-money laundering checks, FCA checks, regulatory reference checks.**
* **ROI - credit checks, directorship checks, financial regulator checks regulatory reference checks and negative news searches.**

**I understand that to give false information, or to wilfully suppress any material fact and/or failure to successfully complete the due diligence process will leave me liable to disqualification, or if appointed, to possible dismissal.****Signature: …………………………………………………. Date: ………………………………………………** |
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*PLEASE ENSURE THAT YOU HAVE COMPLETED* ***ALL*** *SECTIONS OF THIS FORM, AND HAVE*

 *NOT LEFT ANY QUESTIONS BLANK, AS THIS WILL PRECLUDE YOU FROM SHORTLISTING.*



**Job Reference / Applicant Number:**

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| 2021-DD1/ |

The Prestige Group is committed to equality of opportunity for all staff and job applicants regardless of sex, marital status, age, ethnicity, religious belief, disability, sexual orientation, community background, political opinion and/ or responsibility for dependants. In order to comply with legislation and assist with the effective implementation of its Equal Opportunity Policy, the Company requests that you complete a monitoring form. This information will be treated in the strictest confidence. Data collected will be processed by anonymous means and in accordance with GDPR.

The Prestige Group is required by the Fair Employment Treatment (N.I. Order) 1998 to monitor the perceived religious affiliation or community background of its employees and of applicants to posts. Whether or not you are from Northern Ireland, you should answer question one below indicating which community or religious background you might be perceived to come from. Even if you no longer practice any religion, legislation still obliges us to classify your perceived religious affiliation/community background, in order to monitor the effectiveness of our policy. Therefore, although your responses below may not reflect your current religious belief, please bear in mind the above point when you complete the questionnaire.

**Please complete and return this form to the Monitoring Officer in the envelope provided.**

**DO NOT PUT YOUR NAME ON THIS FORM**

**(Please √ the appropriate box)**

1. Religious Affiliation / Community Background

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| --- | --- | --- | --- | --- |
|   | Roman Catholic |  | Protestant | Other *(Please specify)* |
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2. Additional Information

To monitor the effectiveness of our advertising please indicate where you saw this position advertised:

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|  | Job Market/Agency *(state which one)* |  |
|  | Newspaper Advertisement *(name of paper)* |  |
|  | Internet *(Name of website)* |  |
|  | Other *(please specify)* |  |
|  | Internal Trawl |  |

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officers. There it will be strictly controlled in accordance with GDPR. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*