**APPLICATION FOR EMPLOYMENT**

Please complete all sections of this form in BLOCK CAPITALS except for your signature marked **X**.

If you encounter any difficulties completing this form please contact Tina Corlett, Head of Administration on +44 (0)1624 662020. While we welcome a copy of your CV, we ask you to complete this form in its entirety and please do not cross reference or refer to any submitted CV.

The information you have provided on this form and references received in support of your application will be held by the firm in accordance with the provisions of GDPR.

|  |  |
| --- | --- |
| Post applied for |  |
|  |  |
| **PERSONAL DETAILS** | **SECTION 1** |
|  |  |
| Title | Mr | [ ]  | Mrs | [ ]  | Miss | [ ]  | Ms | [ ]  | Other |  |
|  |  |
| Full name |  |
|  |  |
| Other names\* |  |
| \*Please provide details of any aliases/or details of any alternative names including maiden names |
|  |  |
| Gender | Male | [ ]  |  | Female | [ ]  |  |
|  |  |  |  |  |  |  |  |  |  |
| Permanent address | House name/number |  |
| Street |  |
| Town |  |
|  | Country |  |
|  | Post code |  |  |  |  |  |  |  |
|  |
| Correspondence address (if different from the above) | House name/number |  |
| Street |  |
| Town |  |
| Country |  |
|  | Post code |  |  |  |  |  |  |  |
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|  |
|  |
|  | Home: | Mobile: |
|  Telephone number |  |  |
|  | Work: |  |
|  |  |  |
|  |  |
| May we contact you at work? | Yes | [ ]  |  | No | [ ]  |  |
|  |  |
| Email address |  |
|  |  |  |  |  |
| Marital status | Single | [ ]  |  | Married | [ ]  |  |
|  | Widowed | [ ]  |  | Divorced | [ ]  |  |
|  |  |
| Date of birth (dd:mm:yyyy) |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
| Nationality  |  |
|  |  |
| Are you required to obtain a work permit in the Isle of Man? | Yes | [ ]  |  | No | [ ]  |  |
|  |
| **CONNECTIONS WITH MOORE DIXON** | **SECTION 2** |
|  |  |
| Are you related to any past or present partner, employee or client of the firm? | Yes | [ ]  |  | No | [ ]  |  |
|  |  |  |  |  |  |  |  |  |  |
| If yes, please specify: |  |
|  |  |  |  |  |  |  |  |  |  |
| Please provide details of any previous application to, or employment by, Moore Dixon: |  |
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| **EDUCATION AND TRAINING** | **SECTION 3** |
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| School/Colleges and address | From (mm/yy) | To (mm/yy) | Qualifications | Grade |
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|  |  |  |  |  |
| University (or other Higher Education) attended and address | From (month and year) | To (month and year) | Course and results (include class of degree, indicate class expected if not known) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Professional training/qualifications | From (month and year) | To (month and year) | Level attained (please state membership date, if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Other relevant training/courses attended | From (month and year) | To (month and year) | Level attained  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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| **LANGUAGES** | **SECTION 4** |
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| Please indicate if you have any language abilities including English and the level of fluency (written, spoken and reading). Indicate your CURRENT fluency using numbers as follows:**1** - very basic/rusty; **2** - GCSE equivalent; **3** - A level or IB equivalent; **4** - fluent or **5** - mother tongue.  |
|  |
| Language | Level of knowledge |
|  | Written | Spoken | Reading |
|  |  |  |  |
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|  |
| **PRESENT OR LAST EMPLOYMENT** | **SECTION 5** |
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| Present or most recent employer and address | From (month and year) | To (month and year) | Position held and nature of duties |
|  |  |  |  |
|  |
| Nature of business |  |
|  |
| Period of notice required |  |
|  |
| Current/previous salary |  |
|  |
| Reason(s) for wishingto leave or having left  |  |
|  |  |
|  |  |
| **CAREER HISTORY** | **SECTION 6** |
|  |
| Other employers.State name, address andnature of business | From (month and year) | To (month and year) | Position held andnature of duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |
| Please provide details of any other employment including dates and duties |  |
|  |
| Please provide details of any time not already accounted for (including unemployment) |  |
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|  |
| **HEALTH**  | **SECTION 7** |
|  |
| Do you suffer from any physical or recurrent illness? | Yes | [ ]  |  | No | [ ]  |  |
|  |
| If yes, please specify: |  |
|  |  |
| Length of time lost through illness in the last three years - Please state number of days |  |
| If more than 10 days, please give additional information |  |
|  |
| **DISABILITY** | **SECTION 8** |
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| If we know you have a disability, we will make adjustments to the interview/working arrangements or the working environment provided it is reasonable in the circumstances to do so. |
|  |
| Do you have any disability relevant to your application? | Yes | [ ]  |  | No | [ ]  |  |
|  |
| If yes, please state the nature of the disability |  |
|  |
| Please let us know if you believe there to be any reasonable adjustments we should be making. We may need to contact you for further details. |
|  |
| **CRIMINAL CONVICTIONS** | **SECTION 9** |
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| If you have criminal conviction(s) (excluding motoring offences, for which a fine and/or penalty points were imposed) you must declare this here and provide details. If you are convicted of a criminal offence after you have applied you are required to disclose this information during the application process (excluding motoring offences, as above). |
|  |
| Do you have criminal conviction(s) as defines above? | Yes | [ ]  |  | No | [ ]  |  |
|  |
| If yes, give pertinent details below: |
|  |
|  |  |
|  |  |
|  |  |
| **REGULATORY ACTION** | **SECTION 10** |
|  |
| If you have had any regulatory action taken against you or pending, you must declare this here and provide details. |
|  |
| Have you had any regulatory action taken against you or any pending? | Yes | [ ]  |  | No | [ ]  |  |
|  |  |  |  |  |
| If yes, give pertinent details below: |
|  |
|  |
|  |
| **GENERAL** | **SECTION 11** |
|  |
| Do you hold a current clean Isle of Man/UK/EU driving license? | Yes | [ ]  |  | No | [ ]  |  | I don’t drive | [ ]  |
|  |
|  |
| Do you own your own vehicle? | Yes | [ ]  |  | No | [ ]  |  |
|  |
| **REASONS FOR APPLYING** | **SECTION 12** |
| Say briefly why you are interested in this appointment and how you see yourself fulfilling the role: |  |
|  |
|  |  |
| **REFERENCE ONE - YOUR CURRENT OR RECENT EMPLOYER** | **SECTION 12A** |
|  |  |
| Title |  |
|  |  |
| Address | Business/organisation name |  |
| Street |  |
| Town |  |
|  | Country |  |
|  | Post code |  |  |  |  |  |  |  |  |
|  |  |  |
| Telephone number |  | Email address |  |
|  |  |  |  |  |
| Context in which this referee knows you: |  |
|  |  |  |
| May we approach your present or recent employer for a reference before the interview? |
|  |  |  |  |  |  |  |  |  |  |
|  | Yes | [ ]  |  | No | [ ]  |  |
|  |  |
| **REFERENCE TWO** | **SECTION 12B** |
|  |  |
| Title |  |
|  |  |
| Address | Business/organisation name |  |
| Street |  |
| Town |  |
|  | Country |  |
|  | Post code |  |  |  |  |  |  |  |  |
|  |  |
| Telephone number |  | Email address |  |
|  |  |  |  |  |
| Context in which this referee knows you: |  |
|  |  |  |
|  |  |  |
| May we approach this referee before the interview? |
|  |  |  |
|  | Yes | [ ]  |  | No | [ ]  |  |
| **No confirmed offer of employment will be made until two satisfactory references have been received.** |
| **STAFF SCREENINGS**  | **SECTION 13** |
|  |  |
| Moore Dixon carries out pre-employment screenings including but not limited to CRB and credit checks before any confirmed offer of employment will be made. |
| **AVAILABILITY AND INTERVIEW ARRANGEMENTS** | **SECTION 14** |
|  |  |
| Dates of when you are NOT available for interview. We cannot undertake to avoid these dates but will try to do so. |
|  |  |  |  |  |
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|  |  |  |  |  |
| Please provide dates of any pre-booked holidays. We will try to honour these dates if we are informed at the interview stage. |
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| **MARKET RESEARCH** | **SECTION 15** |
|  |  |
| How did you find out about this job vacancy? |
|  |  |  |  |  |
| Current staff member | [ ]  |  | Our website | [ ]  |  | Social media | [ ]  |  |
| Newspaper | [ ]  |  | Job centre | [ ]  |  |
|  |  |
| Other (please state): |  | [ ]  |  |
|  |
| Completion of this section is not mandatory and is entirely voluntary. Any information given will not be used when evaluating your job application with Moore Dixon and is used purely for market research purposes.  |
|  |
| **DECLARATION AND SIGNATURE** | **SECTION 16** |
| * I declare that all information given is correct. Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
* If filled in online you will be asked to sign the form at your interview, otherwise please print and sign.
* I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.
 |
|  |
| Signature **X** |  |
|  |
| Date(DD:MM:YY) |  |  |  |  |  |  |  |  |  |
|  |  |
| Print name: |  |
|  |  |  |  |  |  |  |  |  |  |
| **DATA PROTECTION ACT** |  |
|  |  |
| Moore Dixon will use the information provided for the purpose of administering your application during the recruitment process. The HR department will have sight of the information and this will be passed to interviewers and potential line managers. If you are successful in your application this information will be transferred to your formal employment record where data will be held in electronic and paper form, including your personal details, academic and employment history. Otherwise, your application details will be destroyed. |
| **CONTACT US** T +44 (0)1624 662020F +44 (0)1624 662430mail@mooredixon.comMoore Dixon26-28 Athol StreetDouglas Isle of Man IM1 1JB British Isleswww.mooredixon.com |
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