

# WASING

1759

Wasing Estate is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of sex, sexual orientation, race, disability, marital status, age and Religion, Community background or Political beliefs.

## Application Form

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CONFIDENTIAL

Please return to  
[sheila@wasing.co.uk](mailto:sheila@wasing.co.uk)

Attn: Sheila Martin

Wasing Estate Office, Wasing Park, Aldermaston, Reading RG7 4NB

Application for the post of

Please complete all sections in blank ink/type. Continue on blank paper if there is insufficient room. You may attach a curriculum vitae **IN ADDITION** to completing these sections, if you wish.

### SECTION I

Surname

Forenames

Title by which you wish to be addressed

Ms/Mrs/Miss/Mr/etc

Address

  
.....  
.....  
.....  
Postcode .....

Telephone Numbers

Private .....

Email.....

Interests and hobbies

## SECTION II EDUCATION

Please complete as applicable.

Schools (from age 11)

From/to Dates	Name of School	Examinations taken & results

Further Education

From/to Dates	Name of college/university	Examinations taken & results

Further training and qualifications (Training courses, certificates, etc) and professional membership (as applicable)

From/to Dates	Details of training/qualifications

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### SECTION III      EMPLOYMENT HISTORY

Please provide details over the last 10 years, including any unpaid or voluntary work, **listing present or most recent employer first**. Any gaps in employment dates should be explained. If you have any particularly relevant experience dating beyond the last 10 years please include this.

Current salary and benefits or salary when last employed		Notice required	
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From/to Dates	Name & address of employer & type of business	Job title & main duties	Reason for leaving (include present role)

## SECTION IV      SUITABILITY

Looking at the job description and any other information you have about this post, describe what experience you have that directly relates to Wasing Estate's requirements.

Please continue on a separate sheet if necessary, attaching additional papers firmly to the form.

If you were called for interview, do you have any special needs? eg. wheelchair access, sign interpreter, etc.

## SECTION V REFERENCES

Please give two references, one of which should be a senior person who you reported to in your previous or most recent employment. Do not give members of your family, friends or subordinates. Please note we will not contact your references without notifying you first.

Name

Job Title

Company  
Name and  
Address

.....

.....

.....

Postcode.....

Telephone  
Number

Name

Job Title

Company  
Name and  
Address

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Postcode.....

Telephone  
Number

## SECTION VI

To be completed by applicants for posts which include driving. Do you hold a full current car driving licence?

Yes  No

Please indicate the nature, if any, of any current endorsements

### **Criminal Offences**

Please give details of any convictions of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974/Rehabilitation of Offenders (Northern Ireland) Order 1978.

### **Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

### **Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed

Date

