

Sitrock Limited

Delivering Solutions for Companies on the move



APPLICATION PACK

Including:

Covering letter Information for prospective employees
Equal Opportunities policyApplication form
Equal Opportunities monitoring form

Dear Applicant,

Job Application

Thank you for indicating your interest in applying for the Secretary/Administrator/ Civil Enforcement Officers and Security Officers role.

Kindly read through the information on the role (Job Description and Person Specification) to ensure that you are suitable for the role and vice versa.

If you do decide that you would like to apply for the job, you will need to:

- Submit the application form, CV, cover letter, and additional helpful information.
 1. If you wish, complete the Equal Opportunities monitoring form. Completing this form helps us monitor our applications to ensure we comply with our Equal Opportunities policy.
 2. Return your application form and other supporting paperwork to:

Sitrock Limited

8 Thistle Hill Way,

Minster On Sea,

Sheerness,

Kent

ME12 3GN

Or via email to hr@sitrock.co.uk

3. Applications will be acknowledged after the shortlisting process through a letter that will let you know whether your application has succeeded.

If you have any queries or require further information, please get in touch with us on **01795 872 990** or by **email: hr@sitrock.co.uk**

Yours sincerely,

Ade Elegbede
HR & Finance Manager

INFORMATION FOR PROSPECTIVE EMPLOYEES

Background

Sitrock was established years ago; Sitrock has grown from a small start-up company to a recruitment, training and consultancy company. Built on the cornerstone of hard work and Midwestern ethics, Sitrock has assisted hundreds of companies nationwide and quickly evolved into a premier Recruitment Company.

Sitrock provides recruitment, training and consultancy solutions to UK public and private sector employers. Sitrock has successfully grown by delivering its services with integrity and professionalism and is now firmly established as one of the country's leading providers of staffing solutions.

A range of solutions. The core of our business is permanent, contract, and temporary recruitment, and we have an established and varied client base in the public, private, and third sectors. Sitrock is one of the UK's leading recruitment providers – which, in addition to providing training solutions to organisations across Europe, provides a complementary service to our recruitment activities. This means we can offer organisations a broad range of solutions. We seamlessly combine recruitment and training, one of the most effective ways to resolve resourcing issues.

Details of some of these can be found on our website, <http://www.sitrock.co.uk>

Application for Employment

Please complete in black ink or type
Completed forms to be returned to
Sitrock Limited, 8 Thistle Hill Way, Minster On Sea, Sheerness, Kent. ME12 3GN
or via email to hr@sitrock.co.uk

Post for which you are
applying

Ref
number

Where did you see the post advertised? i.e. name of website,
newspaper, etc.

Personal details

Title: First name: Surname:

Any former name(s):

Home address:

Home phone no:

Mobile phone no:

Email address:

Postcode:

NI Number:

Please indicate how you would prefer to be contacted
(we will try to use your preferred method wherever possible but in the event of no response will try other
methods)

☐ Email

☐ Postal address

☐ Home phone

☐ Mobile phone

Current or most recent employment

Job title

Start date

Leaving date (if
applicable)

Notice
required

Current salary:

Grade (if applicable)

Employers name

Employers
address

Work phone
no

Duties and
responsibilities

Reason for leaving (if
applicable)

Can you take up employment in the UK with no current immigration restrictions? If Yes, proof will be
required before confirmation of appointment.

Employment History

Please start with the most recent after that, shown under current or most recent employment on page 1. You must account for all paid/unpaid/voluntary employment since leaving full-time education, explaining any breaks.

Please photocopy and attach additional pages if necessary, providing the same information outlined below.

Start date	Leaving date
Employer name and type of business.	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Start date:	Leaving date
Employer name and type of business.	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Start date	Leaving date
Employer name and type of business.	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Health

Please state number of days you have been absent from work due to sickness in past 2 years

How many periods of absence does this represent?

Please note that if offered a post you may be required to complete a medical questionnaire

Education

Please state the qualifications gained.

(If you are appointed, we will need to see your original professional qualification certificates)

Schools, Colleges, Universities or Institute of Further Education attended (including part-time)	Date From	Date To	Qualifications gained, including subjects, grades or results expected, details of awarding body and date of award

Any other relevant qualifications or records of achievement (e.g. courses attended), including membership and status of any relevant Professional or Technical Associations

General experience and further information

(Please photocopy and attach additional sheets if necessary, making sure you number them clearly)

Please use this section to tell us how you feel you meet the requirements of the Person Specification.

Give as much information as necessary to demonstrate the abilities, skills, experience and knowledge you have gained. This could include voluntary work, leisure interests and any other activities that you consider relevant to this position.

If you are a disabled person but are unable to meet some of the job requirements precisely because of your disability, please address this clearly in this section. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you whether there are ways in which the job can be changed to enable you to meet the requirements. This could include reasonable adjustments to equipment, premises or job duties.

General experience and further information (Continued)

Additional information

We can make provision for people with special needs. Such adjustments may include arranging a signer or changing the interview location if access to an upper-floor office is impossible. Is there any exceptional help you require for the interview or throughout the application process?

If so, what help would you like?

☐

Yes

☐

No

Have you a clean/full driving licence? *

Type of licence:

** The enclosed details will say whether a driving licence is needed for this post*

☐

Yes

☐

No

Have you previously been employed by Sitrock Limited?

☐

Yes

☐

No

(For Security Positions ONLY)

Do you hold an SIA licence?

If yes, which licensable sector is it issued for? (e.g., Door Supervision, Security Guarding, CCTV etc)

Please state:

SIA licence number:

Expiring Date:

☐

Yes

☐

No

Do you require a work permit?

☐

Yes

☐

No

Please indicate any dates on which you will not be available for interviews:

References

External applicants: When considering which referees to include, please ensure that at least 3 years of your most recent experience is covered. Please also ensure that one of your referees is your current Line Manager or your most recent line manager if you are not in paid employment. If you are a School, College or University leaver, one of your referees should be your Headteacher or Tutor.

Please note that we reserve the right to approach any of your previous employers for a reference.

Internal Applicants: Please give your current line manager's name and contact details.

1) Name:

Position Held:

Organisation:

Address:

Telephone No:

Ext:

Email address:

How do you know this person? (e.g. as your line manager, other colleagues, tutor, head teacher, friend etc.)

2) Name:

Position Held:

Organisation:

Address:

Telephone No:

Ext:

Email address:

How do you know this person? (e.g. as your line manager, other colleagues, tutor, head teacher, friend etc.)

Declaration

To the best of my knowledge, I hereby declare that the information provided on this form is accurate, truthful and complete.

I understand that giving false information may result in the termination of any contract of employment offered.

Signed:

Date:

Data Protection Act 1998

The personal information you submit on this application form and in any accompanying documents will be used by Sitrock Limited and any other person it appoints to assist in assigning the applied job and monitoring the fairness of the recruitment and selection process. The information may also be used to consider a complaint about the selection process and/or to defend Sitrock Limited against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on the charity's personnel records. The information supplied by you will also be subject to verification, and we may need to contact people and/or organisations to confirm some of the facts in your application.

I have read the above statement and consent to the personal data submitted with this application form being used for the purposes described. The authority is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form within this authority to prevent and detect fraud. It may also share this information with other bodies administering public funds solely.

Signed:

Date:

NOTE: You will be asked to sign this form if invited to interview

Personnel monitoring information

Sitrock Limited has an equal opportunities policy and is keen to ensure it works efficiently. The information you provide in this section will be used for statistical monitoring only and is not part of the interview selection process.

(Please tick the appropriate box)

<input type="checkbox"/>	Female	Age	Date of birth
<input type="checkbox"/>	Male		

Ethnic origin (2001 Census categories) Please indicate below (tick one box only)

White

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Turkish/Turkish Cypriot
<input type="checkbox"/>	Any other white background

Mixed

<input type="checkbox"/>	White and Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other mixed background

Asian or Asian British

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Tamil
<input type="checkbox"/>	Any other Asian background

Black or Black British

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African
<input type="checkbox"/>	Any other black background

Chinese or other ethnic group

<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Any other ethnic group

Do you consider yourself disabled?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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(Note: the Disability Discrimination Act says that this would be "a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activities")

Examples of Disabilities – the following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you answer the following questions.

Hearing, speech or visual impairments

(if you wear glasses or contact lenses, this is not usually considered a disability)

Co-ordination, dexterity or mobility

(e.g. polio, spinal cord injury, back problems, repetitive strain injury)

Mental health

(e.g. schizophrenia, depression, severe phobias)

Speech Impairment

(e.g. stammering)

Learning Disabilities

(e.g. Down's Syndrome)

Other physical or medical conditions

(e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc.)

REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Name

Post Applied for

Ref No

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are regarded as "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Charity. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions regarded as "spent" under the above Act?

Yes	
No	

Signed:

Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other. The nature of the offence, how long ago it took place, your age, and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered "spent" under the terms of the Act.

For more information on spent convictions, visit <http://publish.lawontheweb.co.uk/rehabact.htm>.

If invited for an interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, could you send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it "PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY" to Ade Elegbede, Sitrock Limited HR Department, 8 Thistle Hill Way, Minster On Sea, Sheerness, Kent. ME12 3GN

Suppose the selection panel agrees to appoint you for the post. In that case, the envelope will be forwarded, unopened, to an nominated CRB counter signatory officer who will recommend whether your appointment can proceed to Sitrock Limited's CRB Panel. This decision will depend on the nature of the conviction and the post applied for. If you are not selected for an appointment, the envelope will be destroyed securely.