

## APPLICATION FORM

<b>Position Applied for</b>	
<b>Date</b>	

**Note to applicants:** Please complete this form as fully as possible. The information you supply on this form will only be used in accordance with the principles of the Data Protection Act 1998. If you are successful it will form the basis of your personnel file at Dusk Till Dawn.

### Section One – Personal Details

<b>Surname</b>	
<b>First Name(s)</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact Telephone</b>	
<b>Email</b>	
<b>Nationality</b>	
<b>National Insurance No.</b>	

### Section Two – Employment History

<b>Have you previously held a gaming licence?</b>	<b>Yes / No</b>
<b>What is your current Salary ?</b>	
<b>Notice required for current employer</b>	

Starting with your current position, please give details of all previous employment in **reverse** order.

From	To	Name and Address of Employer	Job Title and Duties	Reason for leaving



## **Section Five – Additional Information**

**Please supply any additional information that you feel appropriate to your application, including achievements and skills.**

Use an additional sheet if necessary.

### **Disability Discrimination Act 1995**

The Disability Discrimination Act defines disability as a “physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

**Do you consider yourself to be disabled under the terms of the Disability Discrimination Act 1995?**

**Yes / No**

**If you answered yes, please tell us about your disability which may or may not affect your ability to do the job:**

**If you would like any assistance if called for interview, please provide details and we will assist if reasonably possible;**

**Section Six – Referees**

Please give details of two people, not relatives, who have consented to act as referees on your behalf, one of whom must be your present or most recent employer. No appointment will be confirmed until satisfactory references have been received.

Name, address, telephone number and email of referee	Capacity known to the applicant

**Declaration**

I declare that the information supplied on this form is true to the best of my knowledge. I understand that failure to disclose any information, or any attempt to mislead Dusk Till Dawn may, if I am appointed, lead to disciplinary action being taken including dismissal.

In accordance with the Data Protection Act 1998, I hereby give my consent for the information I have provided in this application to be used for the purposes outlined only on this form.

Signed .....

Date .....

<b><u>For Office Use Only</u></b>			
<b>Interviewed By</b>		<b>Date</b>	
<b><u>Interviewer's Comments</u></b>			
<b>References Requested By</b>		<b>Date</b>	
<b>References Received By</b>		<b>Date</b>	
<b><u>Comments</u></b>			
<b>Employment Offered</b>	<b>Yes / No</b>	<b>Date of Offer</b>	
<b>Offer Accepted</b>	<b>Yes / No</b>	<b>Start Date</b>	

Signed .....

Date .....

## **Equalities Monitoring**

Dusk Till Dawn is committed to a policy of equality and diversity in employment. It aims to ensure that no job applicants or employee receives less favourable treatment on the grounds of gender, colour, race, ethnic or national origin, age, marital status, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant factor. The selection criteria and procedures adopted by Dusk Till Dawn should ensure that individuals are selected only on the basis of their relevant merits and abilities.

To help us check our recruitment procedures are in accordance with legislative requirements, Dusk Till Dawn monitors the ethnic makeup of its employees and those applying for employment. In order to help monitor the effectiveness of its policy, and for no other reason, please complete the following section.

This information will be treated as confidential and kept separately from your application.

<b>Gender</b>		<b>Male / Female</b>	
<b>Please indicate the category that best describes your ethnic origin. (Please Tick)</b>			
<b>White British</b>		<b>White Other</b>	
<b>Chinese</b>		<b>African</b>	
<b>Caribbean</b>		<b>Black Other</b>	
<b>Indian</b>		<b>Pakistani</b>	
<b>Bangladeshi</b>		<b>Asian Other</b>	
<b>African / White Mixed Race</b>		<b>Caribbean / White Mixed Race</b>	
<b>Asian / White Mixed Race</b>		<b>Any Other</b>	