

Employment Application Form



Northern Rail believes in and is continually working towards Equal Opportunities.

Please answer the questions in this form as fully as possible. Applications are welcome from all people with relevant or potential skills, abilities and attitude to do the role. Reasonable adjustments may be made to enable individuals with disabilities to perform the role. Northern Rail recruits and selects on suitability and each case will be assessed upon its own merits.

The information given on the Equal Opportunities monitoring form, which contains personal and monitoring information, will be separated from the main application form and will not form part of the selection process. All information will be held in the strictest confidence.

Should your application be successful you will be required, where necessary, to provide certain documentary evidence before starting work (e.g. birth certificate, educational qualifications, national insurance and income tax details, passport, eligibility to work in the UK).

If you wish to provide any additional information please continue on a separate sheet. This sheet should include your name, vacancy name and reference number and the section to which the information is related to.

Post location	Reference Number	Date Submitted
Vacancy		

1. Personal Details

Name:	Title: MR/MRS/MISS/MS/DR Other
Address:	
Post Code:	
Contact details: (Please tick preferred contact detail)	
Email address:	
Telephone:	<input type="checkbox"/> Home:
	<input type="checkbox"/> Business:
	<input type="checkbox"/> Mobile:
Date of Birth:	Age:
Some of our posts are required by law to be filled by those of a certain minimum age. You are only required to provide this information for roles that are deemed Safety Critical or lone working, you must be 18. If unsure please refer to the advertisement.	

2. General

Do you have your own transport? Yes No

Are there any adjustments that may be required to be made should you be invited for interview?

If so please state here:

Please indicate two people who can provide references – one of whom should be your present/most recent employer if appropriate.

Employer Reference	Previous Employer or Character Reference (delete as appropriate)
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Fax No:	Fax No:
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up this reference prior to an offer of employment being made. (delete clearly as appropriate).	I give/do not give permission to take up this reference prior to an offer of employment being made. (delete clearly as appropriate).

3. Employment History

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Jobs Held / Key Achievements	Reason for Leaving	Dates Employed	
			From	To

4. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level.

Blank area for providing educational, technical, and professional qualifications.

5. Personal Development

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable).

Blank area for providing personal development information.

PERSONAL INFORMATION CONTINUED (Confidential)



Please refer to guidance when completing your application

Are there any restrictions to your residency in the UK which might affect your right to take up employment in the UK? Yes No

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes No

Rehabilitation of Offenders Act

Please give details of any court-martial conviction, outstanding summons or prosecution. Details of "spent" convictions under the Rehabilitation of Offenders Act 1974 do not need to be declared.

Any false statement could disqualify your application, or in the event of employment, render you liable to dismissal.

Date

Nature of Offence & Sentence

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.

The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

We may disclose your information to carefully selected third parties who may process data on our behalf, such as our appointed agents and service providers for the purposes of psychometric testing, medical examinations and associated arrangements for other similar services which are necessary in the recruitment and selection process. They or we may contact you by telephone, email or mail in connection with your application.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

6. General Questions

Full or Part Time work sought *delete as appropriate

Preferred or most convenient place of work? Please specify

If travelling distance is not deemed reasonable are you willing to relocate? Yes/No * delete as appropriate

If the job demands are you willing to work shifts including Nights, Weekends and unsociable hours Yes/No * delete as appropriate

7. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature

Date

Please return your completed application form to

Recruitment Department, Northern Rail, HR Support Services, 5th Floor, Northern House, 9 Rougier Street, York YO1 6HZ
For any questions or queries relating to your application please contact the recruitment team on 01904 568543 or 568546
email recruitment@northernrail.org.

Our website www.northernrail.org in the careers section shows our current job opportunities with Northern Rail Ltd.

Competency Application Form



RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

The information given will form part of the selection criteria. It is in the applicants interest to answer this section as comprehensively as possible.

Please provide an example when you have provided excellent service to a customer, stakeholder or colleague.

Please provide an example where you were responsible for a specific task and achieved a successful outcome.

Please continue on a separate sheet if necessary, giving your name, vacancy name, reference number and section to which the information relates.

COMPETENCY APPLICATION FORM (Continued)



RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please provide an example when you have had to use problem solving and decision making skills

Please provide an example when you have worked effectively in a team, explaining the role you held and how you showed consideration to others.

Please continue on a separate sheet if necessary, giving your name, vacancy name, reference number and section to which the information relates.

Northern Rail believes their employees should demonstrate the following essential requirements:

- Accountable** – Taking full responsibility for getting the basics right every time.
- Progressive** – Continuously improving the way we deliver our services.
- Ambitious** – Constantly seeking out new ways to realise the Brand Vision.
- Genuine** – The way we choose to conduct ourselves in business.

Equal Opportunities Monitoring Form



This section of the application will be detached from your application and will be used solely for monitoring purposes.

Northern recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, religion or belief. We therefore welcome applications from all sections of the community.

Ethnic Origin

White:

British Irish Welsh English Scottish Any other white background* _____

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background* _____

Black or Black British

Caribbean African Any other Black background* _____

Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background* _____

Chinese or Other Ethnic Group

Chinese Other Ethnic Group* _____

*Please specify

Nationality

Gender Male/Female. (Please specify)

Date of Birth

Age

National Insurance Number

Do you consider yourself to have a disability: Yes No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities"

Health Section

Some of the posts require the occupants to meet national laid down standards for physical, visual and aural health. If you are applying for the post of Driver, Conductor or other safety critical roles please complete this section. If you are unsure, please refer to the advertisement.

How much do you weigh?

What is your height ?

Do you have defective colour vision Yes No Don't Know

Have you received surgical treatment for near sightedness (laser or photo-refractive eye surgery) Yes No

Do you have any medical problems/conditions that could cause you to be absent from work? Yes No

If yes please give details

How did you become aware of this vacancy?

Please tick one or more of the following options:

- | | |
|---|--|
| <input type="checkbox"/> Local or national paper (please specify) _____ | <input type="checkbox"/> Employee of Northern Rail |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Speculative Application |
| <input type="checkbox"/> Specialist Publication (please specify) _____ | <input type="checkbox"/> Job fair |
| <input type="checkbox"/> Recruitment Agency (please specify) _____ | <input type="checkbox"/> Application held on file |
| <input type="checkbox"/> Internet Recruitment Site | <input type="checkbox"/> Other |