

Personal Details

Title _____ First Name: _____

Last Name: _____ Middle Name: _____

Marital Status: _____ Maiden Name: _____

Date of Birth _____ Place of Birth _____

House Number: _____

Address: _____

_____ City/Town: _____

County: _____ Postcode: _____

Home phone: _____ Mobile: _____

Work phone: _____

Email address: _____

Right to work

Passport Number: _____ Nationality: _____

Country of Issue: _____ Date of first entry in the UK/IRELAND: _____

UK/IRELAND Entry Clearance visa/residence permit:

Visa Type: _____

National Insurance Number: _____

Miscellaneous DetailsDo you have a full UK driving license? yes No _____

What method of transport do you use? _____

Have you ever worked for GoodPeople? yes No _____

How did you hear of GoodPeople? _____

Next of Kin

Name: _____ Relationship: _____

Mailing Address: _____

Postcode: _____ Phone Number: _____

Professional References

Good People requires reference from your last or most recent employer. By professional we mean actual **employers not colleagues**, so work addresses are essential. All references must relate to employment over the last three years. If you have left a job working with children or vulnerable adults, legally a reason must be given.

Name of Referee: _____ Company Name: _____

Position: _____

Start date: / / End date: / / To date

Mailing address: _____

Postcode: _____ Phone Number: _____

Email: _____

Name of Referee: _____ Company Name: _____

Position: _____

Start date: / / End date: / / To date

Mailing address: _____

Postcode: _____ Phone Number: _____

Email: _____

Name of Referee: _____ Company Name: _____

Position: _____

Start date: / / End date: / / To date

Mailing address: _____

Postcode: _____ Phone Number: _____

Email: _____

Name of Referee: _____ Company Name: _____

Position: _____

Start date: / / End date: / / To date



Mailing address: _____

Postcode: _____ Phone Number: _____

Email: _____

Employment History

Please give details of employment history up to High School Education, **most recent first**. (All gaps between employment of more than 4 weeks must be accounted for – please continue on a blank paper if necessary). **Please complete in full. Please do not cross out and write “see CV”.**

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____



Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____

Phone number: _____

Title: _____

Reason for leaving: _____

From: / / To: / / Employer: _____

Address: _____



Phone number: _____

Title: _____

Reason for leaving: _____

Have you ever been dismissed from employment? If yes, please give reason.

Equal Opportunities

The Company **MINANA INTERNATIONAL T/A GOODPEOPLE** is opposed to discrimination on any grounds. In particular, we oppose discrimination on the grounds of race, religion, ethnic origin, sex, sexuality, marital status, disability or age. **MINANA INTERNATIONAL T/A GOODPEOPLE** is committed to ensuring that ability and potential for the job are criteria used for all staff selection.

Monitoring

MINANA INTERNATIONAL T/A GOODPEOPLE Company has adopted the provisions contained in the Code of Practice published by the Equal Opportunities Commission for Racial Equality and the Code of Practice published by the Equal Opportunities Commission that employers should regularly monitor the effects of selection decisions to assess whether equal opportunities is being achieved. **For this purpose, you are asked to complete and return the form below with your application form.** This information is for statistical reasons only and will be treated as confidential.

Applicant Details: _____ Post Applied For: _____

My Sex Is:

Male

Female

My Marital Status Is:

Single

Married

Separated

Divorced

Widowed

Co-Habiting

Other _____

I would describe my ethnic origin* as:

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other _____

Black or Black British

Caribbean

African

Other _____

Chinese or other Ethnic Group

Chinese

Other _____

White

White British

Do you consider yourself to have a disability?

Yes
 No

“Ethnic Origin” refers to a racial group defined by the Race Relations Act 1976 as a group of persons described by reference to colour, race, nationality or ethnic origin.

Payroll Details	
Name of Bank:	
Branch:	
Sort Code:	
Account No:	
Account Name:	

I authorise GoodPeople to pay my weekly earnings direct into the bank or business society whose details I have given above. I confirm that I will notify GoodPeople of any changes to these details.

Print name: _____

Signature: _____ Date: _____

NON OPTIONAL SECTION – Applicants Declaration – Read and understand before signing.

1. I confirm that the information given above is complete and correct, and that I understand that any incomplete, untrue or misleading information given to the employer will entitle the employer to reject my application, withdraw any employment offer made, or, if I am employed, dismiss me without notice
2. I agree that the employer reserves the right to require me to undergo a medical examination to assess my suitability to work

I CERTIFY THAT I HAVE READ AND UNDERSTOOD THE ABOVE AND THAT IT IS TRUE AND CORRECT.

Black or Black EUROPEAN

Caribbean
 African
 Other _____

Signature: _____ Date: _____

Asian or Asian British

Indian
 Pakistani
 Bangladeshi
 Other _____

CONFIDENTIAL DECLARATION FORM

Before you can be considered for appointment in a position of trust with **MINANA INTERNATIONAL T/A GOODPEOPLE** we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this declaration Form. If you require further information, please contact

**MINANA INTERNATIONAL T/A GOODPEOPLE
FORMER ST JOSEPHS CHURCH
9B PORTLAND ROW
SUMMERHILL
DUBLIN 1
IRELAND**

Tel: +353874590738/+447493830573

Email: recruitment@goodpeople.ie

All enquires will be treated in confidence.

MINANA INTERNATIONAL T/A GOODPEOPLE aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation, age or offending history. We undertake not to discriminate unfairly against on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application, we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise information with you, this is because we do not believe that it should be taken into account. In that event, you remain free to discuss any of that information or any other matter that you wish to raise. As part of assessing your application, we will only take into account relevant criminal record and other information declared.

The Data Protection Act 1998 and GDPR 2018 requires us to provide you with certain information and to obtain your consent before processing sensitive data about you. Processing includes: obtaining, recording, holding, disclosing destruction and retaining information.

Sensitive personal data includes any of the following information: criminal offences, criminal convictions, criminal proceedings, disposal or sentence. The information that you provide in this Declaration Form will be processed in accordance with Data Protection Act 1998 and will only be used for determining your applicant for this position. Once a decision has been made concerning your appointment, we will not remain this Declaration Form longer than is necessary.

This Declaration Form will be kept securely and in confidence, and access to it will be restricted to designated persons within **MINANA INTERNATIONAL T/A GOODPEOPLE** and other persons who need to see it as part of the selection process and who are authorized to do so.

Please ensure that you read the "Guidance Notes for Applicants" that accompanied your application form carefully before completing this Declaration Form. They provide you with further and more detailed information concerning how your application will be processed and include details for which information about you will be processed, the persons to whom it will be disclosed and the checks that will be undertaken to verify the information provided before you are offered a position if your application is successful.

Please will you answer all of the following questions? If you answer 'Yes' to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary and you may attach supplementary comments should you wish to do so.

The position for which you have applied is exempted from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered "spent".

With the exception of question 8 & 9 answering 'Yes' to any of the questions below will not necessarily bar you from appointment. This will depend on the nature of the position for which you are applying and the particular circumstances.

1. Are you currently bound over or have you ever been convicted of any offence by a court or court-Martial in the United Kingdom or in any other country?

Note: You do not need to tell us about parking offences.

NO / YES If **YES**, please include details of the order bounding you over and/or the nature of the offence, the penalty, sentence or order of the court and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO / YES

If **YES**, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do not need to tell us if you are charged with parking offences.

NO / YES

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current police investigation in the United Kingdom or in any other country following allegations made against you?

NO / YES

If **YES**, please include details of the nature of the allegations made against you and if known to you, any action to be taken against you by the police.

5. Have you ever been dismissed by reason of misconduct from any employment office or other position previously held by you?

NO / YES If **YES** please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

6. Have you ever disqualified from the practice of a profession or require practicing subject to specified limitations following fitness to practice proceedings by a regulatory or licensing body in the United Kingdom or in any other country?

NO/YES

If **YES** please include details of the nature of the disqualification, limitation or restriction, the date and the name and address of the licensing or regulatory body concerned.

7. Are you subject to any other prohibition, limitation, or restrictions that mean we are unable to consider you for the position for which you are applying?

NO / YES

If **YES** please include details of the nature of the prohibition, restriction, or limitation when and by whom it was made.

8. Have you ever been disqualified from working with children under Protection of Children Act 2003?

NO / YES If **YES** please include details of the nature of the disqualification, limitation or restriction, the date and the name and address of the licensing or regulatory body concerned.

9. If you have answered "**YES**" to **any** questions above, please use this space to provide details. Please indicate **clearly** the number(s) of the question that you are answering:



DECLARATION

I have read the “Guidance Notes for Applicants” that accompanied my application form, and I consent to the information provided in this Declaration Form being used by **MINANA INTERNATIONAL T/A GOODPEOPLE** for the purpose of assessing my application.

I confirm that the information that I have provided in the Declaration Form is correct and complete. I understand and accept that if I withhold information or provide false or misleading information this may result in my application being rejected, or if I am appointed in my dismissal.

Please sign and date this form.

NAME (in block capitals) _____

DATE_____ **SIGNATURE**_____

Note: if you wish to withdraw your consent at any time after completing this Declaration Form, please contact **MINANA INTERNATIONAL T/A GOODPEOPLE** email recruitment@goodpeople.com or : +353874590738/+447493830573