



APPLICATION PACK

For more information please call:

0330 333 7484

Once fully completed, please save this PDF and email the application to HR:

✉: recruitment@selectlifestyles.co.uk

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🌐: www.selectlifestyles.co.uk

📍: Select Lifestyles Ltd, Select House, 335-337 High Street, West Bromwich, B70 8LU

APPLICATION PACK



Thank you for your interest in a career with Select Lifestyles Limited.
We are pleased to provide you with this application pack.

The pack contains the following: an application form, an enhanced criminal records disclosure, a diversity monitoring questionnaire and a job description.

GUIDELINES FOR COMPLETING THE APPLICATION PACK

- Please make sure that you complete the form in BLOCK CAPITALS and that your writing is clear.
- Clearly state what position you are applying for and your preferred location of work.
- It is important that details of your present/previous employers are clearly stated on the application pack so that we can obtain references from your present/previous employers. If you have not worked since leaving full time education then academic and professional references will need to be obtained.
- Please answer all questions fully and ensure that the forms are signed and dated correctly. If the forms are not signed or dated then this may cause a delay in the short listing process.
- Once you have completed your application pack it should be returned (by post or in person) to:

**SELECT LIFESTYLES LIMITED
SELECT HOUSE
335-337 HIGH STREET
WEST BROMWICH
WEST MIDLANDS
B70 8LU**

You can also return your completed application pack by email.

To do this please email the completed documents to recruitment@selectlifestyles.co.uk

Applicants may not be considered for an interview if applications are incomplete or are missing information.

THE INTERVIEW PROCESS

If your application is shortlisted you will be contacted within one month of receipt of the completed application pack. You will then be invited to attend an interview.

CORRESPONDENCE

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. You should consider your application has been unsuccessful if you do not hear from us within two months of receipt of your application pack.

THE DISCLOSURE AND BARRING SERVICE (DBS)

Please note that all jobs within Select Lifestyles Limited require a DBS Check from the Disclosure and Barring Service. For more information on DBS Checks please contact [0300 020 0190](tel:03000200190) or visit www.gov.uk/dbs

If you require this document in large print or another format
please contact us on 0121 541 2122 and we will endeavour to meet your requirements.

Select

Lifestyles

I am applying for the position(s) of: _____

I heard about this vacancy via: _____

I would consider working: ☐ please tick all that apply

Flexi-Bank (0 hour Contract) ☐ 22 Hours (95.33 per month = 9, 12 hour shifts a month) ☐

33 Hours (143 per month = 13, 12 hour shifts a month) ☐

37.5 hours (162.5 per month = 15, 12 hour shifts per month) ☐ I don't mind ☐

My preferred locations of work are: ☐ please tick all that apply

Dudley ☐ Solihull ☐ Walsall ☐ West Bromwich ☐ Wolverhampton ☐ Sutton Coldfield/Birmingham ☐
or I don't mind ☐

PERSONAL DETAILS

Title (i.e. Mr/Miss/Mrs/Ms) _____

Surname: _____

Forename(s): _____

Address: _____

_____ Post Code: _____

Email address: _____

Landline Telephone No: _____ Mobile Telephone No: _____

Have you worked for Select Lifestyles before? ☐ Yes ☐ No ☐ If yes, when? _____

Do you require a work permit? ☐ Yes ☐ No ☐

If yes, do you hold a current valid work permit? ☐ Yes ☐ No ☐

If yes, what is the expiry date of your work permit? _____

Do you have a full UK driving licence? ☐ Yes ☐ No ☐ If Yes is it: ☐ Automatic ☐ Manual ☐

Please give full details of any endorsements: _____

Would you be prepared to drive a company mini bus? ☐ Yes ☐ No ☐

Would you be prepared to drive a company car? ☐ Yes ☐ No ☐

How many Covid-19 Vaccination Doses have you had? ☐ All ☐ First ☐ Booster ☐ None ☐



PROFESSIONAL/VOCATIONAL QUALIFICATIONS

Please include courses completed inside and outside of work and any course you are currently undertaking.

[illegible]



EMPLOYMENT HISTORY

Please provide details of your [full employment history](#) since leaving full time education starting with your current or most recent employer. Please also explain any gaps in employment. Continue on a separate sheet of paper if necessary.

If your application is successful references will be taken up from your current/most recent employer and a previous employer.

If you do not have any previous employers please specify reference details on page 5 (additional information to support your application), you should clearly state in which capacity each person is known to you.

CURRENT/MOST RECENT EMPLOYER

Company Name: _____

Line Manager Name: _____

Employers Address: _____

_____ Post Code: _____

Employers Telephone No: _____ Fax No: _____

Employers Email address: _____

Your Job Title : _____

Your Annual Salary: _____

Your Duties : _____

Employed From (mm/yy): _____ To (mm/yy): _____

Reason for leaving:

Please indicate if references can be taken up prior to interview? ☐ Yes ☐ No



PREVIOUS EMPLOYER 2

Company Name: _____

Line Manager Name: _____

Employers Address: _____

Post Code: _____

Employers Telephone No: _____ Fax No: _____

Employers Email address: _____

Your Job Title : _____

Your Annual Salary: _____

Your Duties : _____

Employed From (mm/yy): _____ To (mm/yy): _____

Reason for leaving:

PREVIOUS EMPLOYER 3

Company Name: _____

Line Manager Name: _____

Employers Address: _____

Post Code: _____

Employers Telephone No: _____ Fax No: _____

Employers Email address: _____

Your Job Title : _____

Your Annual Salary: _____

Your Duties : _____

Employed From (mm/yy): _____ To (mm/yy): _____

Reason for leaving:

Please indicate if references can be taken up prior to interview? ☐ Yes ☐ No



ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION

Please use this section to support your application. Continue on a separate sheet if necessary.



CRIMINAL RECORDS DISCLOSURE INFORMATION SHEET

The post you are applying for is considered to be exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA) by virtue of the ROA 1974 Exemptions Order 1975.

What if I have got a criminal record?

Having a criminal record will not necessarily prevent you from working with us. If you have a conviction, caution, reprimand, final warning etc a decision will be made considering the nature of the offence, its relevance to the role, the sentence, patterns of offending and the length of time since the offence. A decision will be made as to whether your application can proceed and this will take place at an early stage in the recruitment process.

Before an offer of employment is made an enhanced disclosure document from the Criminal Records Bureau will be obtained.

What is a DBS check?

A DBS check is for positions involving greater contact with children or vulnerable adults. The police decide what (if any) additional information will be added to the Disclosure. In rare circumstances the police may write to the employer separately giving confidential information about an ongoing criminal investigation into the applicant. This information may NOT be released to the applicant. The DBS check also involves an additional check with the police, who check if any other information is held on file that may be relevant.

Examples of information that may be released:

- All spent convictions, cautions, reprimands and warnings (from childhood up until present day)
- Investigations that have not led to a criminal conviction
- Any action taken against you by a local authority
- Driving offences received through a court of law
- Details of any ongoing criminal investigation

If an offence is highlighted (when we receive your DBS Check) that you have not declared your application may be withdrawn from the recruitment process.

For more information on DBS checks please call: 03000 200 190

or visit: www.gov.uk/db

CRIMINAL RECORDS DISCLOSURE

The post you are applying for is considered to be exempt from the provisions of the Rehabilitation of Offenders Act 1974 (ROA) by virtue of the ROA 1974 Exemptions Order 1975. You are therefore required to disclose all criminal convictions, cautions, reprimands, warnings or any other information that may have a bearing on your suitability for this post. This will include any spent convictions, criminal charges or summons pending against you. All information will be treated in the strictest confidence.

PLEASE ANSWER THE QUESTIONS BELOW

1. Have you ever been convicted by the courts or cautioned, reprimanded or been given a warning by the police?
(☐) Yes ☐ No ☐
2. Are you aware of any police enquires undertaken following allegations made against you, or at present the subject of criminal charges?
(☐) Yes ☐ No ☐
3. Has any action ever been taken against you by the Local Authority in regard to a child/children under the age of 18?
(☐) Yes ☐ No ☐

If you have answered yes to any of the above questions please give details of offences, penalties and dates (Continue on the '[ADDITIONAL INFORMATION](#)' section on page 11 if necessary).

DECLARATION

The information supplied on this form will be processed and stored in manual and computerised records for recruitment, employment and management information processes. You have the right to access this data. All information will be treated in the strictest confidence. Unsuccessful applications will be retained for 3 months.

I declare that the information contained on this form is true and complete. I understand that if it is later discovered that any statement is false or misleading, it may be sufficient for cancelling any agreements made or I may be dismissed from employment by the company. I give permission for reference checking in connection with my application. I understand too that a DBS Check will be sought if successful.

Name: _____ Date: _____

OFFICE USE ONLY

Checked By: _____ Date Received: _____



DIVERSITY MONITORING QUESTIONNAIRE

Select Lifestyles Limited provides access and opportunity for all.
It operates a policy that aims to ensure that unfair discrimination does not take place in recruitment.

To help us monitor the effectiveness of the policy we request that you provide the information requested below.

This information is confidential and does not form part of your application. It will be kept separate from your application form and the information will not be taken into account during the interview process.

Are you?

☐ Male ☐ Female ☐ I prefer not to say ☐

What is your marital status?

☐ Cohabiting ☐ Divorced ☐ Married ☐ Single ☐ Widowed ☐ Separated ☐

What is your age?

☐ In between: 0-18 ☐ 19-24 ☐ 25-37 ☐ 38-56 ☐ 57-75 ☐ 75+ ☐

Do you consider yourself to have a disability?

☐ Yes ☐ No ☐

If, yes, please outline any adjustments to the workplace that you may need to assist you for the purpose of:

(a) _____ the interview

(b) _____ the job role

Please tick ☐ the appropriate box to indicate your cultural background

- | | |
|--|---|
| <input type="checkbox"/> African | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Mixed White & African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Mixed White & Black Asian | <input type="checkbox"/> Indian |
| <input type="checkbox"/> British | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> Mixed White & Black Caribbean | <input type="checkbox"/> I do not wish to declare |

ADDITIONAL INFORMATION

NOTES

Once fully completed, please save this PDF and email the application to HR:

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