



Orion Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST



www.orian.co.uk
hrteam@orian.co.uk

Privacy Statement – please refer to our website

Application for Employment

Position applied for:	
Location:	

Please indicate how you heard about this vacancy

Orion Website
 Indeed (If other, please specify):
 Recruitment Agency
 Other _____

Section One

Title			
Surname (<i>Block Letters</i>)			
Full Forenames (<i>Block Letters</i>)			
Home Address:			
Daytime Telephone:		Mobile Telephone:	
Email Address:			

Have you been known by a different name or changed your name by Deed Poll? Yes No

(If yes, please provide details)

FOR OFFICE USE ONLY

Date Received	Shortlisted for Interview	Date of Interview	Decision	Applicant Notified	Start Date

Orion Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 makes it a criminal offence for Orion Solutions to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

Do you have the right to live and work in the United Kingdom? Yes No

National Insurance Number

--	--	--	--	--	--	--	--	--	--

Relationship

If, to the best of your knowledge, you are related to any employee of Orion Solutions please state their name, occupation and your relationship with them.

Driving Licence

Do you hold a full driving licence? Yes No

Do you have any endorsements? Yes No

(If yes, please provide details below)

Do you have your own car? Yes No

Rehabilitation of Offenders Act 1974

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act? Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

(If yes, please provide details below) Yes No

Orion Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Section Two

Present Employment *(Present or most recent employment details)*

Name of employer	
Address	

Job Title		Salary	
------------------	--	---------------	--

Date of appointment		Date of leaving <i>(If applicable)</i>	
----------------------------	--	---	--

Period of notice required		Date available to commence employment	
----------------------------------	--	--	--

Reason for leaving or wanting to leave

Main duties and responsibilities

Orian Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Previous Employment

In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.
(Orian Solutions may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

Orian Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Secondary Education

Name and location of school/college	From	To	Examinations taken (<i>include level, grade</i>)

Further Education – University, College Courses

Name and location of establishment	From	To	Examinations taken (<i>including subject and level</i>)	Classification or Grade

Work Related Training

Date	Course/Training Details

Orian Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Section Three

References

Please provide the details of your **two** most **recent** managers who can be contacted for a reference.

Name	Name
Position	Position
Company	Company
Address	Address
Email	Email
Telephone Number	Telephone Number

In addition, please provide the contact details of **two responsible persons** to whom you are not related and to whom a reference can be made.

Name	Name
Capacity in which known	Capacity in which known
Address	Address
Email	Email
Telephone Number	Telephone Number

Orian Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Section Four

Additional Information

Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct. I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by Orian Solutions for a period of 6 months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications and / or suitable references the offer of employment may be rescinded and / or employment terminated.
- d) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.
- e) Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom.
- f) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verifications checks that may be made.

Date

Signature

Orion Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

Post Title	
Post Advertised in	

Please tick boxes as appropriate – if completing electronically, double click the box & select 'checked' (from the Default Value option)

Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender	<input type="checkbox"/> Undeclared
-------------------------------	---------------------------------	--------------------------------------	-------------------------------------

Ethnic Origin *(Please tick the box that you feel best describes your ethnic origin)*

<i>White</i>	<i>Mixed</i>
<input type="checkbox"/> British	<input type="checkbox"/> White & Asian
<input type="checkbox"/> Gypsy/Roma	<input type="checkbox"/> White & Black African
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> Traveller of Irish Heritage	<input type="checkbox"/> Other Mixed <i>(please specify)</i>
<input type="checkbox"/> Other White <i>(Please specify)</i>	

<i>Asian/Asian British</i>	<i>Black/Black British</i>
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> African
<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Black <i>(please specify)</i>
<input type="checkbox"/> Chinese	
<input type="checkbox"/> Other Asian <i>(Please specify)</i>	
<input type="checkbox"/> Undeclared	
<input type="checkbox"/> Other <i>(please specify)</i>	

Orion Solutions Limited

Unit 1B Wavell Drive, Rosehill Estate, Carlisle Cumbria, CA1 2ST

www.orian.co.uk
hrteam@orian.co.uk

Date of Birth

Age

Marital Status

Nationality

Applicants with Disabilities

The Equality Act 2010 defines a disabled person as an individual who has a long term physical or mental impairment which has substantial adverse effect on their ability to perform normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010?

Yes No

If yes, are you registered?

Yes No

Please details the effect your disability may have on your ability to carry out the role:

Religion and Belief

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

Sexual Orientation

Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared