

## PRE-EMPLOYMENT QUESTIONNAIRE

### 1. Personal Details

Surname: \_\_\_\_\_ Forenames(s): \_\_\_\_\_

Address: \_\_\_\_\_

Sex: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a clean driving licence?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever committed a criminal offence involving dishonesty?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please give details below;

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### 2. The Job

You have applied for the position of \_\_\_\_\_

Please say how you found out about this job;

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What do you know about Pearce Barnstaple?

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### 3. Education

School	Address	Start Date	Leaving Date

### 4. Qualifications

Examination	Grade	Date

### 5. Occupational History

5.1 Please set out below the details of the jobs which you have done and the periods during which you have been employed over the last ten years.

Job	Start Date	Leaving Date	Reason For Leaving

5.2 Has your employment ever been terminated on grounds of ill health? Yes: \_\_\_\_\_ No: \_\_\_\_\_

5.3 Approximately how many days/weeks sickness absence did you have in the last twelve months?

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### 6. Medical History

6.1 If you have been absent sick from your place of employment during the last twelve months would you please set out below short details of the reasons;

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6.2 Are you currently receiving medical treatment for any condition? If so, please specify below;

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**7. About You**

Please, in not more than 150 words, tell us

- a) Why you would like this job,
- b) Why you believe you are suited to it and
- c) Your hobbies.

Please continue on a separate sheet if necessary.

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**8. References**

Please provide details of two referees below;

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: .....

Date: .....

Please return your completed pre-employment questionnaire and any attachments to:

Hilary Prouse, HR Manager,  
Pearce Construction (Barnstaple) Ltd, Pearce House, Brannam Crescent,  
Roundswell Business Park, Barnstaple, Devon, EX31 3TD

Tel: 01271 345261 Fax: 01271 852124 email: [buildit@pearceconstruction.co.uk](mailto:buildit@pearceconstruction.co.uk)



# EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its equal opportunities statement, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

In order to enable the Company to ensure compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer anonymously and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provide will be treated in confidence and will be used solely by the human Resources Department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

Name: \_\_\_\_\_

Post Title: \_\_\_\_\_

Gender:	Male	
	Female	
	Prefer not to say	
Marital Status:	Married	
	Single	
	Other (please specify)	
	Prefer not to say	
Age Band:	Under 18	
	18 – 29	
	30 – 39	
	40 – 49	
	50 – 59	
	60 – 65	
	Over 65	
	Prefer not to say	
Sexual Orientation:	Heterosexual	
	Homosexual	
	Bisexual	
	Prefer not to say	
Disabilities:	None	
	Physical disability	
	Mental disability	
	Prefer not to say	
Race/Nationality/Ethnic Origin:		
White:	English	
	Scottish	
	Welsh	
	Irish	

	Mixed:	British	
		Other White background (please specify)	
		White & Black Caribbean	
		White & Black African	
		White & Black British	
		White Asian	
	Asian:	Other mixed background (please specify)	
		Indian	
		Pakistani	
		Bangladeshi	
		British	
	Black:	Other Asian background (please specify)	
		Caribbean	
		African	
		British	
Other Black background (please specify)			
Chinese:			
	Other Ethnic Group (please specify)		
	Prefer not to say		
Religion:	Christian		
	Catholic		
	Jewish		
	Sikh		
	Muslim		
	Hindu		
	Buddhist		
	Rastafarian		
	None		
	Other Religion (please specify)		
Prefer not to say			

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Company process the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_