



Application for Employment

G40 01/03

Please type or print your answers in black ink.

Strictly Confidential

Position applied for	Job Number
<p>Where did you see this position advertised/source of information?</p> <p>If you have come through a recruitment agency - please state which agency?</p>	<p>Salary Sought?</p> <p>Please state your current remuneration (basic salary, allowances, bonus and other benefits)</p>
Surname	First Name
Address	<p>Do you require a UK Work Permit? Yes/No <i>* Please see note below</i></p> <p>If yes, do you possess a valid UK Work Permit? Yes/No</p> <p>Please give details</p> <p>Are you a Working Holidaymaker? Yes/No Please specify the dates that you have worked in the UK.</p>
<p>Telephone</p> <p>Home _____</p> <p>Mobile _____</p> <p>**Business _____</p> <p>Email _____</p> <p>** for urgent and confidential calls</p>	<p>If applicable to position applied for, please could you confirm whether you possess a full UK Driving Licence. Yes/No</p> <p>If licence endorsed, please give details</p>
<p>Previous Employment</p> <p>Have you been employed by Chevron or any former or current affiliate? Yes/No</p> <p>If yes, please give details of dates and in what capacity.</p> <p>Have you applied previously to Chevron? Yes/No</p> <p>If yes, please give details of dates and in what capacity.</p>	

Date of Availability

Please advise the period of notice you are required to give your present employer.

Please give below the names and addresses of two people to whom we may apply for information about your work. At least one should be your immediate manager in your current, or most recently held, position. No approach will be made to your current employer until we have your verbal permission to do so. **Please note**, if you are leaving full time education, please give details of an individual we can approach for an academic reference.

1. Name

Position

Address

Email:

2. Name

Position

Address

Email:

Please attach a copy of your current CV/Résumé

Please give details of any previous criminal convictions or pending court appearances relating to a criminal act. (You are not required to divulge details of “spent” convictions as defined by the Rehabilitation of Offenders Act 1974).

The information I have provided on this form is correct to the best of my knowledge. I understand that if I provide false information or withhold relevant information, my application is liable to be rejected or, if I am appointed my contract of employment will be liable to termination.

Signed _____ Date _____

Note: If you are invited to attend an interview, please bring with you: i) Your original degree and higher education certificates (if applicable), ii) Documentary evidence of your entitlement to work in the UK. This could include a birth certificate issued in the UK or Republic of Ireland; a passport describing the holder as a Britain citizen; a EU passport, or a letter issued by the Home Office confirming the right to work

**Please read the list of definitions
before answering the questions overleaf**

Disability

The Disability Discrimination Act 1995 defines a disabled person as “someone with a physical or mental impairment that has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.

The following is a list of some medical definitions or impairments that might cause someone to describe themselves as “having a disability”. It is not meant to be an exclusive list and is given for guidance only. (Information provided courtesy of the Employers’ Forum on Disability).

Visual:	Examples: registered blind or partially sighted (If you wear corrective lenses, this is not normally considered a disability)
Co-ordination, dexterity, mobility:	Examples: polio, spinal cord injury, severe back problems, difficulty with fine motor skills, amputation, need for a cane, crutches, braces, wheelchair, prosthesis or other assistive medical devices.
Mental health:	Examples: schizophrenia, depression, severe phobias, severe stress.
Speech:	Examples: difficulty in speaking, speech impairment, difficulty being understood, communicates without speech.
Learning difficulties:	Examples: Down’s syndrome, dyslexia, reading, or writing difficulty.
Hearing:	Examples: Deaf, hard of hearing.
Other physical or medical conditions:	Examples: diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement.

Ethnic Origin

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens may belong to any of the groups listed below.

The categories provided are those used during the 1991 Census and are compatible with those recommended by the Commission for Racial Equality (CRE). The classification is largely based on self-definition.

<u>10 broad groups:</u>	<u>Full Listing from ethnic group</u>
White:	White Greek/Greek Cypriot Turkish/Turkish Cypriot Other European Mixed White
Black Caribbean:	Black Caribbean Caribbean Islands West Indies Guyana
Black African:	Black African Africa South of the Sahara
Black Other:	Other Mixed Black/White Other Mixed
Indian:	Indian
Pakistani:	Pakistani
Bangladeshi:	Bangladeshi
Chinese:	Chinese
Asian Other:	E. African Asian Indo-Caribbean Indian Sub-continent Other Asian
Other:	North African/Arab/Iranian Asian/White Mixed Black/White Other Mixed

Confidential
Diversity and Equal Opportunities Monitoring Form

Chevron is committed to providing equality of opportunity and aims to ensure that no job applicant receives less favourable treatment on the grounds of sex, marital status, race colour, nationality, ethnic or national origins, religious grounds or disability. In addition, no job applicant should be disadvantaged by conditions or requirements that cannot be shown to be justified and relevant to the job.

To enable us to ensure the effectiveness of our policy, we need to monitor our recruitment and selection practices. The information you provide on this monitoring form will be used for statistical purposes only and will be treated in the strictest confidence.

Chevron will store and/or process the data you provide on this monitoring form.

Prior to the start of the selection process, the Human Resources Department will detach this monitoring form from your application. In the event you are subsequently employed by ChevronTexaco, the information provided on this monitoring form will be transferred to your personal records and processed accordingly.

Job No.	
Position applied for	
Surname	
Forename(s)	
Any previous surname	
Date of birth	
Gender	Male / Female
Please indicate marital status	Divorced / Married / Single / Widowed
Do you consider yourself to have a disability? (Please read the details on the reverse of this form before responding).	Yes / No *
* Where you have indicated that you consider yourself to have a disability, please advise whether there are any reasonable adjustments we would need to make to assist you if you are selected for interview. (Please note that these adjustments will be discussed with the recruiting manager prior to the interview).	

Please indicate your ethnic origin by circling the appropriate code, for example ©. Please read the details on the reverse of this form before indicating your ethnic origin.

a	White
b	Black Caribbean
c	Black African
d	Black Other
e	Indian
f	Pakistani
g	Bangladeshi
h	Chinese
i	Asian Other
j	Other