



**Job Application Form:**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the role description and person specification.

**Guidelines:**

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

Please use black ink or type.

<b>POST APPLIED FOR:</b>
<b>Candidate Number (office use only):</b>

<b>SECTION 1. CURRENT EMPLOYMENT</b>
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<b>PRESENT OR MOST RECENT EMPLOYMENT</b>
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Job Title: _____ Name of employer: _____ Address: _____ _____ _____ Post Code _____	Employment start date: _____ Employment end date: _____ Reason for leaving: _____ _____ Notice required: _____ Salary: _____
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Please give a brief description of your main duties, responsibilities, reporting relationships and achievements:

<i>Please continue on a separate sheet if necessary.</i>
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## SECTION 2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in the *Experience and Skills Section*.

### 1. EMPLOYMENT HISTORY

Name of Company:			
Address:			
Job Title:	From:	Until:	
Brief Description of Duties			
Reason for Leaving/Changing:			
Other Comments			

### 2. EMPLOYMENT HISTORY

Name of Company:			
Address:			
Job Title:	From:	Until:	
Brief Description of Duties			
Reason for Leaving/Changing:			
Other Comments			

### 3. EMPLOYMENT HISTORY

Name of Company:			
Address:			
Job Title:	From:	Until:	
Brief Description of Duties			
Reason for Leaving/Changing:			
Other Comments			

### 4. EMPLOYMENT HISTORY

Name of Company:			
Address:			
Job Title:	From:	Until:	
Brief Description of Duties			
Reason for Leaving/Changing:			
Other Comments			

Please continue on a separate sheet if necessary.

### SECTION 3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Candidates will be requested to provide proof of relevant education/training/qualifications.

Name of school/college/ university/training body:	Subject Studied:	Qualification/Level:	Date gained:

*Please continue on a separate sheet if necessary.*

### SECTION 4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to your application:

Training Course:	Date:
Have you undertaken any training in relation to the Bribery Act 2010:	Date:
<i>Please list any relevant training</i>	

*Please continue on a separate sheet if necessary.*

### SECTION 5. MEMBERSHIP OF PROFESSIONAL OR TECHNICAL ASSOCIATIONS

Name of Professional or Technical Association:	Entry Date to Membership:	Status:



**Please give details of the software packages which you have been accustomed to using and any other experience in using IT.**

**Right to Work in the UK (Asylum & Immigration Act 1996)**

If you are invited to interview you will need to bring proof of your right to work in the UK.

**I can provide confirmation that I am legally entitled to work in the UK:**

*Please tick as appropriate*  **Yes**  **No**

### **REHABILITATION OF OFFENDERS ACT 1974**

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974 (if yes, please attach details)? A conviction cannot be spent under the Act if it incurred a sentence of more than 2.5 years in prison or was a life sentence, preventive detention or their equivalent for young offenders.

*Please tick as appropriate* Yes  No

### **CAR OWNER/DRIVER** *Please tick as appropriate*

Owner Yes  No

Driver Yes  No

Clean Licence Yes  No

### **REFERENCES**

Please give the names and addresses of two people, one of whom should be your present employer (or last employer if not currently employed) that can verify your last three years employment and your suitability for this post. Business West reserves the right to pursue alternative references if considered appropriate.

Name: .....

Address: .....

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Email: .....

Name: .....

Address: .....

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Email: .....

Tel. No. _____ Job Title: _____ Capacity in which they know you: _____ May we contact this referee prior to offering an interview? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Tel. No. _____ Job Title: _____ Capacity in which they know you: _____ May we contact this referee prior to offering an interview? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
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**How did you learn of this position, e.g. Newspaper, journal, website, word of mouth? (Please specify)**

I certify that the information contained in this document is accurate:

Signature: .....

Date: .....

**This application form is available in a larger print on request.**

### **GUIDANCE FOR COMPLETING THE APPLICATION FORM**

Please read the guidance given below to help you complete the Application form for the post in which you are interested.

The Application Form is the first information we have about you and the decision whether or not to progress your application further can only be made on the information provided on this form. It is important, therefore, that you provide as much relevant information as possible.

- It can be useful to take a photocopy of the Application Form and complete this first. Any changes can then easily be made.
- Please enter the title of the post you are applying for in the space provided at the top of the Application Form.
- Refer closely to the job description and person specification when you are completing the form.
- Ensure that you include all examinations with grades, and professional qualifications
- Ensure that you also include any relevant job related training/learning you have undertaken.
- Include any voluntary work you have undertaken.

- Remember, account for any gaps in your record of employment.
- When completing Section 6, which asks you for any relevant experience and your reasons for applying for the post, ensure that you refer to the job description and person specification to enable you to cover as many as the requirements as you are able.
- Knowledge and appropriate skills can be gained in a variety of ways and not just through employment. For example, if you have managed voluntary staff or managed a club you may have acquired and developed specific skills.
- If you are leaving education and have no prior work experience include any project work; specific responsibilities held and/or achievements.
- Remember, it is not sufficient to simply say that you have knowledge or a relevant skill. You will need to demonstrate the knowledge and skill by giving examples of how you used the knowledge or describing how you have applied your skill/s. You may also be able to provide examples of how you have worked as a part of a team.
- Ensure that you address the requirements of the job description and person specification as far as you can.