orange and grey seed logo. ecobirmingham, inspiring positive action


Application Form

Your information will be treated as confidential – please complete in full.

|  |  |  |
| --- | --- | --- |
| Application for the position of: | | |
| Title | Forenames | Surname |
| Address | | Telephone |
| Postcode | | E-Mail |

**Employment History –** most recent first. Please include any volunteer positions which you have held. Continue on a separate sheet if required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name and Address of Employer | Position Held & Main Duties | Salary | Reason for Leaving |
|  |  |  |  |  |  |

**Education –** Including NVQs and relevant training courses. Please bring evidence of qualifications/examinations gained along with you to any interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution | Qualifications | Subjects |
|  |  |  |  |  |

**Referees -** Please give the name and occupation of two persons to whom we might apply for reference. These should not be members of your family and one should be your existing / most recent employer. No approach will be made to your present employer or past employer before an offer of employment is made to you.

|  |  |
| --- | --- |
| 1. Name | 2. Name |
| Telephone 1: | Telephone 2: |
| Email 1: | Email 2: |
| In what capacity does person 1 know you? | In what capacity does person 2 know you? |

|  |
| --- |
| How did you hear of this appointment? |

|  |
| --- |
| Do you consider yourself to have a disability? Yes/No  Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process. |

**Please demonstrate how you would meet the person specification for this post.** Continue on a separate sheet if necessary.

|  |
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|  |

Personal Declaration:

* I declare that the information on this form is true and complete.
* I understand that any willful misstatement or omission renders my contract null and void if employed.
* I also understand that appointment is subject to receipt of satisfactory references and DBS check.
* Information included on this form is covered under the Data Protection Act 2018. This information will be kept on your personal computerised or paper record. You have the right to see the information held on you.
* By signing the application form you have given ecobirmingham express permission to process this data.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |