

Application Form

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

**About you**

This part of the form will be used if we need to contact you for an interview. It will not be seen by the shortlisting or interview panel until after interviews have taken place.

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

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| **Do you have permission to work in the UK?** Yes/No  *If your answer is yes you may be required to provide evidence of your right to work in the UK at the interview stage of the recruitment process, and failure to do this will mean that your application will not be taken any further. If your answer is no we cannot take your application any further, or sponsor an application to work in the UK.* |
| **Do you consider yourself to have a disability?** Yes/No  If yes please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process. |
| **Equality and Diversity**  Have you filled in the separate ecobirmingham equality and diversity form? Yes/No |
| **Working arrangements**  What is the notice period for your current role?  What is your preference for the number of days working in the office?  If the role is part-time do you have a preference for which days you work? |
| **Monitoring recruitment methods** - How did you hear of this appointment? |

**Your application for this role**

This is the part of the form the shortlisting and interview panel will see.

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

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

**Education –** Including NVQs and relevant training courses. You may be asked to 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 people to whom we might apply for reference. These should not be members of your family and one should be your existing / most recent employer where possible. 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? |

**Please demonstrate how you would meet the person specifications for this post set out in the job description.** 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 (Disclosure and Barring Service) 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.

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