1. PERSONAL DETAILS

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| Post applied for: Business administrator |

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| Title (Mr/Mrs/Ms/Miss etc): |

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| Surname/family name: |

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| --- |
| Forenames: |

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| Home Address: |
| Postcode: |

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| Telephone number (day): |
| Telephone number (evening): |
| Mobile telephone number: |
| E-mail: |

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| Employment references  All offers of employment are subject to the receipt of written references. Please give the names and addresses of 2 employment referees (who should not be related to you), one of whom should be your current or most recent employer. If you are unable to provide 2 previous employers, then please provide details of someone who has known you in a professional capacity for at least one year. We will not take up references until after the interview.  Name: Name:  Position: Position:  Relationship to Applicant: Relationship to Applicant:  Company Name: Company Name:  Address: Address:  Telephone No: Telephone No: |

Signature date / / .

1. EDUCATION, TRAINING AND QUALIFICATION

Secondary education

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| PLACE OF EDUCATION FROM TO EXAMINATION PASSED GRADE/LEVEL |
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Further & higher education (if applicable)

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| PLACE OF EDUCATION FROM TO EXAMINATION PASSED GRADE/LEVEL |
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Training

Please include any short courses or relevant in-service training

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| FROM TO COURSE QUALIFICATION |
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1. EMPLOYMENT HISTORY

Please give career history, starting with your most recent job, and including any periods of voluntary /unpaid work. **Please continue overleaf and on separate sheet(s) if necessary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates (mm/yrs)**   |  |  | | --- | --- | | **From** | **To** | | **Name & address of employer**  **& nature of business** | **Post held, main responsibilities and reason for leaving** |

1. SUPPORTING STATEMENT

**Drawing on your skills and experience, please demonstrate how you meet the Person Specification and what makes you suitable for this position. Please ensure you cover all the criteria. Please continue overleaf and on separate sheet(s) if necessary.**

1. DISCLOSURE OF INFORMATION

ELIGIBILITY FOR EMPLOYMENT

If you are not a British citizen or European Community National, is there any restriction placed on the length of time you may stay in the United Kingdom? YES / NO

Do you require a work permit? Yes/no

If you answer yes to either question, please specify.

Public duties

Do you have public duties commitment (e.g. are you a councillor)? Yes/no

If yes, please give details.

Criminal convictions

Do you have any convictions to disclose, which are not “spent” under the provisions of the Rehabilitation of Offenders Act 1974 yes /no

If yes, please give details.

Notice period

If offered the job, when would you be able to start?

Declaration

* I understand that all appointments are subject to medical clearance and satisfactory references.
* If successful, I agree to a DBS check (previously CRB check) at the appropriate level for this post.
* I certify that the information contained in the application is correct and understand that giving any false information or failing to disclose information could result in termination of my contract, should I be successful in this application.