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| APPLICATION DETAILS |
| Which post are you applying for? |  |
| When are you available to start? |  |
| Are there any dates in the next 4-6 weeks which you are unavailable for interview? |  |
| Where did you hear about this vacancy? |  |

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| PERSONAL INFORMATION |
| Title | MR | MRS | MISS | MRS | DR | OTHER *(Please state)* |  |
| Forename(s) |  |
| Surname |  |
| Preferred name |  |
| Address |  |
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|  |  |
|  |  |
| Home telephone |  |
| Mobile telephone |  |
| Email address |  |

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| ELIGIBILITY |
| Do you need a work permit to work in the UK? | YES | NO | *Original identification documents verifying your right to work in the UK will be requested, checked and a copy will be taken. If your application is successful and you commence employment the copy of your documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.* |
| Do you hold a current driving license? | YES | NO | If YES, please confirm the type of license you currently hold and detail any points or convictions. |
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| Are you related to a member of the BEC team? | YES | NO | If YES, please confirm the individuals name and the nature of your relationship with them. |
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| REFERENCES  |
| Full name | **Organisation** | **Relationship** | **Telephone**  | **Email** | **Contact?** |
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*Please provide details of two references and indicate whether we can contact them prior to the interview.*

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| EMPLOYMENT HISTORY |
| Employer name and address | **Position held** | **From** | **To** | **Salary** | **Reason for leaving** |
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| EDUCATION, TRAINING & QUALIFICATIONS |
| Institution  | **Qualification and grade awarded (if applicable)** | **From** | **To** | **Year Awarded** |
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| OTHER INFORMATION  |
| For us to decide whether to call you for interview, it is essential that you provide us with sufficient details of experience and skills which demonstrate how you meet the requirements of this job, as set out in the job description and person specification. You may continue on a separate sheet(s) if you wish and enclose your CV as supporting information. Additional sheets/CV must be attached and include your name. |
| Why do you want to work for BEC? |
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| Outline your skills and experiences that make you a good fit for this role? |
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| DATA PROTECTION ACT 1998 – CONSENT AND CERTIFICATION |
| The information detailed in this application form may be used by BEC in the monitoring and progression of its employment policies and practices, and it’s Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identified from this process. However, the personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs, you will be identifiable. The information may be disclosed to the following third parties:* Local Government Authorities
* Central Government Authorities
* Organisations that handle or investigate the proper use of public funds
* Law Enforcement Authorities

The application forms and supporting information for unsuccessful candidates will be destroyed after six months following an appointment to the role. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.By submitting this application for you consent to BEC recording and processing the information detailed in the application form. You confirm that you understand this information may be used by BEC in pursuance of its business purposes and that your consent is conditional upon BEC complying with our obligations under the Data Protection Act 1998.You also confirm that the information contained in this application form is correct. |

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| SUBMITTING YOUR COMPLETED APPLICATION |
| Please check that your application form is complete before submitting as incomplete application forms will not be processed.  |
| Completed application forms can be sent to us * by email to paula.mewse@discoverbec.com
* by post or in person marked ‘Private and Confidential’ for the attention of Paula Mewse at BEC, Ingwell Hall, Westlakes Science Park, Moor Row, Cumbria, CA24 3JZ
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