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Application form

# Application Details

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| **POST APPLIED FOR** | | | | | |
| Title: |  | | | Surname: |  |
| Forenames: | |  | | | |
| Home Address : | |  | | | |
|  | | | | | |
|  | | | | | |
| Postcode : | | |  | | |
| Home Phone Number: | | |  | | |
| Mobile Phone Number: | | |  | | |
| E-Mail: | | |  | | |
| Preferred Contact Method : | | | Home Phone / Email / Mobile Phone | | |

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| --- | --- |
| Do you have the Right to Work in the UK?  Yes  No  Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act. |  |
| Current driving licence (if this is a requirement of this job): |  |
| If YES, type of licence |  |
| Are you related to any member of BEC staff? Please detail name and relation. |  |
| Notice Period: |  |
| Where did you hear about this vacancy? (i.e. Local paper, magazine (white title), jobs board (which one), social media? |  |
| Please provide us with any dates within the next 4 weeks that you may not be available for Interview. | |

Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School/ | Examinations taken | Results | Date |
| College/University etc. | or to be taken | & grades | gained |
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| 3. Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification. | | | |
| Year | Organising body | Course title | Length |
|  |  |  |  |
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| 4. Professional Membership Please indicate membership of any organisation(s) relevant to this job. | | |
| Name of organisation | Type of membership | Date of membership |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| 5. Present or Most Recent Employment(if any) include voluntary or other relevant experience. | | | | | | | |
| From | | To | | Employer (Name & Address) | Job Title | Salary |
| mth | yr | mth | yr |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Please outline your main duties including who you were responsible to and your reasons for leaving: | | | | | | |
|  | | | | | | |
| **Voluntary work** BEC offers all team members 2 day’s off (paid) to volunteer in the local community, or with a charity close to your heart – how and where would you spend your time   |  | | --- | |  | | | | | | | | |
|  | | | | | | | |

# 7. References

Please provide the names and addresses of two referees:

|  |  |  |
| --- | --- | --- |
| Name and Capacity Known | Occupation / Job Title | Address, Telephone Number and Email |
| 1. |  |  |
| 2. |  |  |

Do you object to your referees being contacted prior to interview?

Yes No

|  |
| --- |
| 8. Other information in Support of your Application |

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| In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any 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 also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name. |
|  |

Please continue on a separate sheet if necessary

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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | 9. DISABILITIES |  |  |  |  | | --- | --- | --- | | **Do you require any special arrangements to be made for your interview on account of a disability?** | Yes | No | | If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | |   10. General Data Protection Regulations 2018  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The Company treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Company's job applicant privacy notice. |
| 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   Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job. |
| I, name, confirm that the information contained in this application form is correct.  Signature: Date: |
| **Application forms not fully completed may be refused. CVs are not accepted.** |
| Please return the completed form marked Private and Confidential to:  Paula Mewse, BEC, The Old Board of Trade Building, 17 High Street, Cleator Moor, Cumbria, CA25 5AH. E-Mail: [joinus@discoverbec.com](mailto:joinus@discoverbec.com) |