

Devere House, Vicar Lane, Little Germany, Bradford, BD1 5AH
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1	POSITION APPLIED FOR	
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Title:	Surname:
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Forename(s):

Home address:	Address for correspondence (if different):
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Postcode:	Postcode:
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Home telephone:	Daytime telephone:
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Mobile:	E-mail:
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National insurance number:

Do you hold a current driving licence: YES / NO

2	EDUCATION – University, college, qualifications and training. Please note if you are appointed to a post where qualifications are an essential requirement you may be asked to present the original copies issued by the examining bodies.
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School, College, Institution, Training body etc:	Course, examination or qualifications gained	How obtained (full time/part time/correspondence)	Grade

3

CURRENT OR MOST RECENT EMPLOYMENT

Job title:

Employer's name, address and nature of business:

Date from:
Date to:

Brief description of main duties and responsibilities
(Continue on separate sheet if required):

No. of hours worked:

Current salary:

What notice are you required to give in your current post:

4

PREVIOUS EMPLOYMENT

A

Job title:

Employer's name, address and nature of business:

Date from:
Date to:

Brief description of main duties and responsibilities:

Final salary:

Reason for leaving:

B

Job title:

Employer's name, address and nature of business:

Date from:
Date to:

Brief description of main duties and responsibilities:

Final salary:

Reason for leaving:

C

Job title:

Employer's name, address and nature of business:

Date from:
Date to:

Brief description of main duties and responsibilities:

Final salary:

Reason for leaving:

Explain any gaps in your education/career history:

5 MEDICAL HISTORY

Are you aware of any aspect of your health which could affect your ability to undertake this job?: YES / NO : If yes, give details below:

Do you have any medical condition which requires medication?: YES / NO : if yes, give details below:

Do you have an illness which may affect your application?: YES / NO : If yes, describe below and answer points A and B below:

A) Are there any reasonable adjustments we can make to our recruitment process that would aid your application?

B) Are there any reasonable adjustments you feel could be made to the job that would enable you to carry out the role?

How many days have you had off work, through illness, in the past year? (Please state reason for illness and how many episodes):

6 OTHER INFORMATION

Have you ever been convicted of a criminal offence or do you have any prosecutions pending? YES /NO :
If yes, give details below: (Your declaration is subject to Rehabilitation of Offenders Act 1974, and will remain confidential)

Under the requirements of the Asylum & Immigration Act, are you currently eligible to work in the UK? YES / NO

Language skills: Which language other than English do you speak or write?
1. Language: [] Speak [] Write
2. Language: [] Speak [] Write

How did you learn of this vacancy?

7 INFORMATION TO SUPPORT YOUR APPLICATION

Please give reasons why you feel you would be a suitable candidate for this job:
(As shortlisting for interview will be done entirely according to the job description and person specification you are advised to consider these as fully as possible. You may use a separate sheet if necessary).

Please tell us about any hobbies or interests you have, including any home based work or work in the community:

8 REFERENCES

Please give details of two persons from whom references may be obtained prior to or on offer of appointment. Referees must include your present and a recent previous employer if applicable. They must not be relatives. Please indicate clearly any referee you do not wish to be approached at this stage. If you have used another surname during your education or employment history (eg. Maiden name) please state.

A Name:

Job title:

Address:

Telephone:

Approach referee? YES / NO

B Name:

Job title:

Address:

Telephone:

Approach referee? YES / NO

If an offer of an appointment is made, a credit check may be required. Please indicate your consent for this to be undertaken YES / NO (Please Circle)

Recruitment Policy:
Bradford Chamber aims to employ the best qualified personnel based on the merits and abilities of the individual, and to provide equal opportunities for the advancement of employees including promotion and training. Our policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, sex, age, ethnic or national origin, religion, marital status, sexual orientation or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

I confirm that to the best of my knowledge, the information provided on this form is correct and gives a true representation of my qualifications and employment history.

Signed:

Date:

Further information: