# CBA Application Form

## 1. Vacancy Details

Position applied for:

|  |  |
| --- | --- |
|  | |
|  |  |

How did you learn of this vacancy?

## 2. Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname  Forename(s)  Address |  | Mr/Mrs/Ms/Other | | |  |
|  | | | | |
|  | | | | |
|  |  | | Postcode |  | |

|  |
| --- |
|  |

## 3. Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
|  | Business No. | |  |
|  | Email: |  | |

Home No.

Mobile No.

**May we, with discretion, phone you at work? Yes No**

## Current membership of any professional or technical organisations

Please enter below details of membership of any relevant technical or professional bodies or societies *(note these will be verified on appointment).*

|  |
| --- |
|  |

## 4. Qualifications relevant to this application (including technical and/or professional)

Please provide details *(note that these may be verified on appointment)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of qualification** | **Institution/Organisation** | **Subject** | **Result/date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 5. Training Courses

Detail below any training you have received or any relevant short courses attended relevant to this role.

|  |
| --- |
|  |

## 6. Employment History

Please give details of all jobs held, including part-time and unpaid work, **starting with your current or most recent employer.** Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer’s full name & address** | **Dates of employment**  **(from – to)** | **Job title/**  **Key achievements &**  **areas of responsibility** | **Reasons for leaving/**  **Final salary in role** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

7.Why are you interested in applying for this post (max 500 words)?

Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

## 8. Relevant experience (max 500 words)

Please continue on a separate sheet if necessary.

Detail below the knowledge, experience and skills that are particularly pertinent to the position you have applied for. You should outline how your knowledge, skills and experience meet the requirements of the Person Specification.

|  |
| --- |
|  |

## 9. Spare time interests and vocational activities (max 250 words)

|  |
| --- |
|  |

## 10. Length of notice required for current position

|  |
| --- |
|  |

## 11. Criminal record

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland) 1979.

|  |
| --- |
|  |

## 12. Referees

Please give details below of two referees that we can contact. With each referee’s details, please indicate where asked whether the referee can be contacted before interview.

|  |  |
| --- | --- |
| **Name 1** |  |
| **Job title** |  |
| **Address** |  |
| **Telephone no.** |  |
| **Email Address** |  |

### May we contact this referee before interview? Tick if yes

|  |  |
| --- | --- |
| **Name 1** |  |
| **Job title** |  |
| **Address** |  |
| **Telephone no.** |  |
| **Email Address** |  |

**May we contact this referee before interview? Tick if yes**

## 14. Declaration

Your privacy is important to us and we want you to know what we do with your personal information. The information on this form will be used for recruitment and selection purposes only. If your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed 6 months after the closing date.

## Are you eligible to work in the UK? Yes No

If it is discovered that you have given any information that you know to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application form is correct. I understand that any false information or deliberate omission will disqualify me from employment or render me liable for dismissal.

**Signature .........................................................................**

**Date .........................................................................**

**Please also complete the separate equal opportunities monitoring form that you will find on our website.**