

APPLICATION FORM

Position applied for:	
Return completed form to:	

Personal Details:

Surname:	
Forenames:	
Current address:	
Day time telephone number:	
Evening telephone number:	
Email:	

Employment history

Present post:	Job title:
Employer:	Date started:
Salary and benefits:	

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Major duties and responsibilities:

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Previous posts (please start with the most recent):

Job title:	Employer:	Dates (from-to):	Salary:

Education/training

Secondary education:	Qualifications/grade:

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Further/higher education:	Qualifications/grade:
Other relevant training, professional qualifications or work-related skills:	
Are you undertaking any course of study at present? (If so, please give details)	
Do you have membership of any professional bodies? (If so, please give details, including any offices held)	
It is BBIC Ltd's policy to verify the qualifications of all successful job applicants.	

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Supporting information

Please give details of how you meet the essential criteria set out in the employee specification and detail how your work experience will enable you to fulfil the role as set out in the job description. Please also include why you are interested in this post. Use additional sheets if necessary.

Other details

What is the notice required in your present post?		
Is your present post your sole regular employment?	Yes	No
Are there any restrictions on your right to work in the UK?	Yes	No
If yes, please state restrictions and the expiry date of any permissions:		

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Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car?	Yes	No
Where did you see the advertisement for the post?		
Disabilities		
Do you require any special arrangements to be made for your interview/assessment on account of a disability?	Yes	No
<p>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/assessment and thus meet our obligations under the Equality Act 2010:</p>		
<p>Data protection</p> <p>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.</p> <p>BBC Ltd treats personal data collected during the recruitment process in accordance with its data protection policy/policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in BBIC Ltd's job applicant privacy notice.</p>		

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Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature

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Note: Any false, incomplete or misleading statements may lead to dismissal.