



Please complete this form in **black ink**

CONFIDENTIAL

The information you provide on this form will be used for recruitment, selection and employment contract purposes

bme Application Form

Application For Appointment As:

Closing Date:

National Insurance No:

1. PERSONAL DETAILS

Last Name and Title:

First Name(s):

Home Address:

Address for Correspondence (if different):

Postcode:

Postcode:

Tel No (home):

Work:

Email:

Marital Status:

Children:

Driving Licence:

Smoker / Non Smoker:

References

One referee should be your current or last employer.

1. Title: Name:

2. Title: Name:

Position:

Position:

Address:

Address:

Postcode:

Postcode:

Telephone No:

Telephone No:

Email:

Email:

Capacity in which known:

Capacity in which known:

Your referees will be contacted if you are Selected For Interview

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2. SECONDARY, FURTHER AND HIGHER EDUCATION (including qualifications achieved)

Date (month and Year) From To	School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained	Full or Part Time	Exam Result & Grade (with dates)
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3. CONTINUING PROFESSIONAL DEVELOPMENT/TRAINING (appropriate to the job)

Course Title	Provider	Dates and Duration	Course completed (Yes/No)	Awards (if any)

4. EXPERIENCE

Name of company	Full or Part Time	Title of Post (And Grade)	Reason for Leaving

5. OTHER WORK EXPERIENCE (please start with most recent)

Please give details in chronological order of any experience/activities which you consider relevant to this position

Details and nature of work/activity	Name of Employer	Period of Service		FT/PT
		From	To	

6. INFORMATION IN SUPPORT OF THIS APPLICATION

(You may use this space to provide any information you wish, including any interest or unpaid activity. Ensure that you provide a full description of all skills, knowledge and experience that you feel are relevant to the post for which you are applying. Please restrict any additional information you wish to supply to two sides of A4 paper).

EQUAL OPPORTUNITIES

Applicants for jobs will not be unfairly discriminated against on the grounds of their sex, marital status, disability, colour, race, nationality or ethnic origin, sexuality or age. To ensure the effectiveness of the policy, and to assist in its development, it has been decided that all applicants will be monitored for employment and promotion.

Date of Birth:

Where did you see this post advertised?

Male Female

Are you Disabled?

Yes No

Do you consider yourself to meet the Disability Discrimination Act definition of a Disabled Person?

Yes No

For Disabled Candidates only

To help recruiters decide whether a reasonable adjustment will be required, please answer the following questions.

Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to apply as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.

If called for an interview, does your impairment require us to make any particular arrangements? If yes, please describe. It would be useful if you could give us any information you have about how these might be overcome. If you do not let us know at this stage what your needs are, there is no guarantee that we can meet them if you let us know at a later date.

Ethnic Origin

Asian or Asian British

Bangladeshi AB
Indian AI
Kashmir AK
Pakistani AP
Other (Specify) AO

Black or Black British

African BA
Caribbean BC
Other (Specify) BO

Chinese or other ethnic groups

Chinese CC
Other (specify) CO

Mixed

White and Asian MA
White and Black African MF
White and Black Caribbean MC
Other (specify) MO

White

British WB
Irish WI
Other (specify) WO