# Application for Employment

## In Confidence

**Please complete this form fully and carefully. The ECITB needs to know as much about your career history, qualifications, skills and career aspirations so that we can make an informed decision about your suitability for continuing to the next stage of the recruitment process.**

**Please email your completed form (.doc or .pdf) to** [**recruit@ecitb.org.uk**](mailto:recruitment@ecitb.org.uk)

Please complete this form in black ink or in typescript

|  |  |  |  |
| --- | --- | --- | --- |
| Mr / Mrs / Miss / Ms | Forename(s) | | Surname |
| Address  Post code | | | Home tel: |
| Business/Mobile tel: |
| Email address |
| Position applied for | | Source of information for application (eg Internet/Newspaper/Agency/Staff etc) | Present salary £ |
| Available for interview from | | Available for appointment from | Expected salary £ |

### Personal summary

|  |  |  |
| --- | --- | --- |
| The ECITB welcomes applications from people with disabilities. Please indicate on this form if you would require any reasonable adjustments such as auxiliary aids to enable you to carry out the role?  **YES – see back of form under ‘Additional Information’ / NO** | | |
| Have you a current UK driving licence? **YES / NO** | Have you any current endorsements? **YES / NO** | |
| Have you previously applied for employment with or been employed by the ECITB? | | **YES / NO** |
| If **YES**, please state position applied for or held: | | |
| If **YES**, date of application for employment: | | |
| Do you have any unspent convictions? **YES / NO** | Do you require a work permit to work in the UK? **YES / NO** | |
| If **YES** please detail here: | | |

*The ECITB complies with its obligations under the Data Protection Act 1998. By signing and returning this application form, you consent to the ECITB using and keeping information about you provided by you or by third parties, such as referees, relating to your application or future employment*

I declare that the information given in this Application for Employment is correct and complete to the best of my knowledge and belief

Signature of Applicant ………………………………………………………………………….. Date ………………………………….

## Education and Training

Please complete what you feel is relevant

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Dates** | | **Examinations passed and grades obtained** |
| From | To |
| A Secondary schools |  |  |  |
| B Further education – college, university |  |  |  |
| C Other studies  e.g. part-time, short courses, evening classes |  |  |  |
| D Apprenticeship |  |  |  |
| E Other training and courses attended |  |  |  |

## Additional Qualifications – Membership of professional bodies etc

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| --- |
|  |

## Career History

Please give details in reverse order – current employment first *(continue on separate sheets if necessary or alternatively attach detailed CV)*

|  |  |  |
| --- | --- | --- |
| **Employer** | **Details of appointment** | |
| Dates: From To | Salary: Initial £ | Final £ |
| Name and address | Position | |
| Nature of duties | |
| Nature of business | Reason for leaving | |
| **Employer** | **Details of appointment** | |
| Dates: From To | Salary: Initial £ | Final £ |
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| **Employer** | **Details of appointment** | |
| Dates: From To | Salary: Initial £ | Final £ |
| Name and address | Position | |
| Nature of duties | |
| Nature of business | Reason for leaving | |

## Additional Information

Details of any additional information that is relevant to your application and which you feel makes you particularly suitable for the job, including special interests, activities and attainments

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| --- |
|  |

|  |  |
| --- | --- |
| Details of referees References will not be taken up without prior consent of the applicant | |
| **Name:**  **Job title:**  Company name  Company address  Contact telephone number  Contact email address | **Name:**  **Job title:**  Company name  Company address  Contact telephone number  Contact email address |