

# APPLICATION FORM

All information supplied on this form is subjected to the provisions of the Data Protection Act and information provided will be treated as confidential. It will be used in connection with human resources and monitoring purposes only. Please read the enclosed job description and personal specification before completing this form.

To apply, email this Application Form and Equal Opportunities Monitoring Form by the application deadline.

|                                       |  |
|---------------------------------------|--|
| <b>Position applied for</b>           |  |
| <b>How did you hear of this post?</b> |  |

## Personal Information

|  |  |
|--|--|
| <b>First name</b>                          |  |
| <b>Last name</b>                           |  |
| <b>Address</b>                             |  |
| <b>Post code</b>                           |  |
| <b>Mobile phone</b>                        |  |
| <b>Home phone</b>                          |  |
| <b>Email</b>                               |  |
| <b>What date can you start?</b>            |  |
| <b>Are you eligible to work in the UK?</b> |  |

## Employment History

Please begin with your most recent position and include any relevant voluntary or paid experience.

### Current / Most recent position

|  |  |
|--|--|
| <b>Position / Role</b>                               |  |
| <b>Employer</b>                                      |  |
| <b>Address</b>                                       |  |
| <b>Dates employed</b><br>(from/to)                   |  |
| <b>Responsibilities</b>                              |  |
| <b>Salary</b>  |  |
| <b>Are you still employed?</b>                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If 'Yes', what is your current notice period?</i> |  |
| <i>If 'No', what was your reason for leaving?</i>    |  |

### Previous Employment

|          |                                    |  |
|----------|------------------------------------|--|
| <b>2</b> | <b>Position / Role</b>             |  |
|          | <b>Employer</b>                    |  |
|          | <b>Address</b>                     |  |
|          | <b>Dates employed</b><br>(from/to) |  |

|  |                           |  |
|--|---------------------------|--|
|  | <b>Responsibilities</b>   |  |
|  | <b>Salary</b>             |  |
|  | <b>Reason for leaving</b> |  |

|          |                                    |  |
|----------|------------------------------------|--|
| <b>3</b> | <b>Position / Role</b>             |  |
|          | <b>Employer</b>                    |  |
|          | <b>Address</b>                     |  |
|          | <b>Dates employed</b><br>(from/to) |  |
|          | <b>Responsibilities</b>            |  |
|          | <b>Salary</b>                      |  |
|          | <b>Reason for leaving</b>          |  |

|          |                                    |  |
|----------|------------------------------------|--|
| <b>4</b> | <b>Position / Role</b>             |  |
|          | <b>Employer</b>                    |  |
|          | <b>Address</b>                     |  |
|          | <b>Dates employed</b><br>(from/to) |  |
|          | <b>Responsibilities</b>            |  |

|  |                           |  |
|--|---------------------------|--|
|  | <b>Salary</b>             |  |
|  | <b>Reason for leaving</b> |  |

|          |                                     |  |
|----------|-------------------------------------|--|
| <b>5</b> | <b>Position / Role</b>              |  |
|          | <b>Employer</b>                     |  |
|          | <b>Address</b>                      |  |
|          | <b>Dates employed<br/>(from/to)</b> |  |
|          | <b>Responsibilities</b>             |  |
|          | <b>Salary</b>                       |  |
|          | <b>Reason for leaving</b>           |  |

|          |                                     |  |
|----------|-------------------------------------|--|
| <b>6</b> | <b>Position / Role</b>              |  |
|          | <b>Employer</b>                     |  |
|          | <b>Address</b>                      |  |
|          | <b>Dates employed<br/>(from/to)</b> |  |
|          | <b>Responsibilities</b>             |  |
|          | <b>Salary</b>                       |  |
|          | <b>Reason for leaving</b>           |  |

|          |                                     |  |
|----------|-------------------------------------|--|
| <b>7</b> | <b>Position / Role</b>              |  |
|          | <b>Employer</b>                     |  |
|          | <b>Address</b>                      |  |
|          | <b>Dates employed<br/>(from/to)</b> |  |
|          | <b>Responsibilities</b>             |  |
|          | <b>Salary</b>                       |  |
|          | <b>Reason for leaving</b>           |  |

|          |                                     |  |
|----------|-------------------------------------|--|
| <b>8</b> | <b>Position / Role</b>              |  |
|          | <b>Employer</b>                     |  |
|          | <b>Address</b>                      |  |
|          | <b>Dates employed<br/>(from/to)</b> |  |
|          | <b>Responsibilities</b>             |  |
|          | <b>Salary</b>                       |  |
|          | <b>Reason for leaving</b>           |  |

|          |                        |  |
|----------|------------------------|--|
| <b>9</b> | <b>Position / Role</b> |  |
|          | <b>Employer</b>        |  |

|  |                                    |  |
|--|------------------------------------|--|
|  | <b>Address</b>                     |  |
|  | <b>Dates employed</b><br>(from/to) |  |
|  | <b>Responsibilities</b>            |  |
|  | <b>Salary</b>                      |  |
|  | <b>Reason for leaving</b>          |  |

|           |                                    |  |
|-----------|------------------------------------|--|
| <b>10</b> | <b>Position / Role</b>             |  |
|           | <b>Employer</b>                    |  |
|           | <b>Address</b>                     |  |
|           | <b>Dates employed</b><br>(from/to) |  |
|           | <b>Responsibilities</b>            |  |
|           | <b>Salary</b>                      |  |
|           | <b>Reason for leaving</b>          |  |

## Education & Training

Applicants may be required to provide proof of any diploma, degree, transcript, license, certification and registration.

| Name & Address of School / College / University / Training Provider | Qualification / Certification / Training / Course | Dates Attended<br>Begin – End |  |
|---|---|-------------------------------|--|
|   |   |                               |  |
|   |   |                               |  |
|   |   |                               |  |
|   |   |                               |  |
|   |   |                               |  |

## Skills & Knowledge

List any languages you are fluent with:

List technical knowledge, computer applications or IT skills you possess:

List memberships in professional organisations or associations, honours, licenses and publications you consider significant:

## Supporting Information

We would like to learn how your experience, achievements, knowledge and skills gained in paid or unpaid work, study or training meet the relevant criteria as described in the Person Specification for this post. **Please answer the questions below, with a maximum of 300 words per question.**

1. Please tell us why you would like to work for CVS Brent and why you are interested in this position.



2. In the job description, we have highlighted a range of experiences and skills we are looking for. Please describe how you have met and demonstrated three of these. Please give us practical examples.

3. Tell us about any other skills, abilities, knowledge, or achievements you acquired related to this position.

## References

Please provide details for two **professional** referees:

|                        | Current / most recent employer                           | Former employer / colleague                              |
|------------------------|--|--|
| <b>Name</b>            |  |  |
| <b>Job Title</b>       |  |  |
| <b>Organisation</b>    |  |  |
| <b>Relationship</b>    |  |  |
| <b>Telephone</b>       |  |  |
| <b>Email</b>           |  |  |
| <b>May we contact?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

## Declaration

I declare that the information that I have provided on this form is true and accurate and that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with CVS Brent will be made based on the information I have provided. I understand that a false declaration, which results in my appointment to CVS Brent, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** [type your name]:

**Date:**

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