

APPLICATION FORM

Please complete this form fully using black ink and return it to the address above

Job Title:

PERSONAL INFORMATION SECTION

Title: Surname: Forenames:

Surname at birth (if different): Age: Date of birth:

Place of birth: Nationality:

Permanent address:

Address for letters (if different):

Email address: Fax:

Home telephone: Mobile telephone:

If you have ever possessed any other nationality or citizenship, please give full details with dates:

Are you a legal UK resident? Yes No Are you subject to immigration control? Yes No

If yes, please specify:

Do you consider that you have a disability? Yes No

EDUCATION & QUALIFICATIONS

Please give details of schools, colleges or universities attended since the age of 14 years:

Name and Address of Institution	Dates		Subjects Taken	Level of Qualification (GCSE, A-LEVEL etc)	Date Awarded or Expected
	From	To			

EMPLOYMENT DETAILS

Please give details of all full-time and part-time work, including any periods of self-employment, within the last ten years.

Name and Address of Most Recent or Present Employer	Dates		Job Title and Duties	Reason for Leaving <i>(if appropriate)</i>
	From	To		
Basic Salary			Allowances/Bonuses <i>(if applicable)</i>	
Name and Address of Previous Employers <i>(Please list the most recent first)</i>	Dates		Job Title and Nature of Work	Reason for Leaving <i>(if appropriate)</i>
	From	To		
Give details of any time not already accounted for (including unemployment)				

OTHER INFORMATION

Please give details of any other skills, experience or personal interests that may be relevant to the position as **well as current bank account details** (for payment of wages) and your National Insurance number.

REFEREES

Please give details of two referees that we can approach, should you be short-listed for the position. Referees should be able to comment on your present or most recent employment. Please be assured that we will not approach your current employer without an offer of employment being made and accepted.

REFEREE 1:

Name:

Address:

Telephone:

Email

In what context does this referee know you?
referee know you?

REFEREE 2:

Name:

Address:

Telephone:

Email

In what context does this

INTERVIEWS

Please indicate dates when you would **not** be available for interview.

If you consider that you have a disability, please indicate any special arrangements you require to enable you to take part in an interview.

Please indicate how you heard about this vacancy.

National Insurance

Bank Name

Account Name

Sort Code

- -

Account Number

DECLARATION

I declare that the details given on this application are to the best of my knowledge, true and complete. I understand that my application may be rejected or, if I am already appointed, I may be dismissed if I withhold relevant details or give false information.

I give permission for all or part of this application and references to be held on both computerised and manual records, which I may request access to.

Signed:

Date:

ETHNIC MONITORING

Beam Support has a policy of equal opportunity. Everyone who is eligible to join Beam Support, whatever their sex or marital status, race, colour, ethnic or national origins, will receive equal treatment when applying for jobs. We want to find out whether this policy is working and to take steps to ensure further progress is made to achieving equal opportunities. To do this we need to know about the race or ethnic origin of people who apply to join Beam Support. We are therefore asking you to complete the following questionnaire. Your answers will be treated confidentially and will not affect your job application in any way.

May we thank you in advance of your co-operation.

Please read all the categories and then tick the box that you most identify with.

1. White

Any White background (*specify if you wish*)

2. Asian

Bangladeshi

Indian

Pakistani

Any other Asian background (*specify if you wish*)

3. Black

African

Caribbean

Any other Black background (*specify if you wish*)

4. Chinese

Any other Chinese background (*specify if you wish*)

5. Mixed ethnic background

Asian and White

Black African and White

Black Caribbean and White

Any other mixed ethnic background (*specify if you wish*)

6. Any other ethnic background (*specify if you wish*)