



CENTRE FOR EMPLOYMENT & ENTERPRISE DEVELOPMENT APPLICATION FORM - CONFIDENTIAL

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The information supplied on this application form will be used to evaluate your suitability for employment at CEED. Once completed, please return the forms to us.

Position applied for:

Name of project: **Personal**

Applicant number: (for office use only)

Information

Last Name:

National Insurance No:

First Name(s):

Do you require a work permit: no yes

Daytime phone number:

Evening telephone No:

Mobile number:

Your Email:

Do you hold a current full driving licence? Yes Not applicable for this role
If yes is it a clean driving licence? Yes If no please give details

Qualifications and Training

Dates (from / to)	Secondary School/College/ University/Training Organisations	Qualifications	Subject	Grade Obtained

Membership of Professional Bodies

Name: _____ Membership/Status: _____
Renewal Date: _____ Number: _____



Employment Experience

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format) if necessary

Date from/to (month/year)	Employer's name and address and nature of business	Job titles and brief description of duties	Current salary or final salary (for last post only) and reason for leaving

Gaps in your employment - Please provide information of any gaps in employment (verification of employment gaps will be required if an offer of employment is made)

From (month/year)	To (month/year)	Reason



Relevant Experience

Please tell us how your experience, skills and qualifications meet the requirements of the person and job profiles. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date (maximum of 2 A4 sheets). The information you provide will be the basis for shortlisting.



References

Please ensure that you give references which cover at least the last 5 years of your employment. The first of your references must be your present employer and your relevant line manager. If you are unemployed, this should be your last employer. Please note that CEED reserves the right to take up references in respect of any previous employment paid or unpaid, without further notification to you.

Current Employer	Current Employer
Name:	Name:
Job Title:	Job Title:
Organisation/Address (in full)	Organisation/Address (in full)
Telephone Number:	Telephone Number:
Email/Fax:	Email/Fax:
In what capacity do you know them?	In what capacity do you know them?
Previous Employer	Previous Employer
Name:	Name:
Job Title:	Job Title:
Organisation/Address(in full):	Organisation/Address(in full):
Telephone Number:	Telephone Number:
Email/Fax:	Email/Fax:
In what capacity do you know them?	In what capacity do you know them?
Can we contact your current employer prior to any conditional offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

For all posts, we will ask your referees for comments on your suitability for the post and for employment referees request details on attendance, sickness levels and salary.

Notice Period If appointed how soon could you join us:

Disability Yes No If yes please state:

Are there any reasonable adjustments that need to be made, should you progress beyond this stage?

Yes No If yes please state

Declaration "I agree that CEED may use the information provided in this application form for monitoring purposes. I agree that CEED may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary". In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment..

Name:	Date:
For electronically submitted forms, you will be asked to sign below if invited to interview	
Signed:	Date:



EQUAL OPPORTUNITIES MONITORING FORM - CONFIDENTIAL

CEED is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their ethnic origin, gender, age and whether they have a disability. The information is confidential and is not seen by the selection panel. It will also only be used to monitor our recruitment and selection process. Using this information, we can work to ensure that no-one experiences unfair discrimination. Our ethnic categories reflect national census and categories. You are therefore asked to complete this section by ticking the relevant boxes below.

Name:

Name of Project/Dept/Shop:

Post Applied For:

Date of Birth:

Marital Status:

Single

Married

Separated

Widowed

Divorced

Other

Gender:

Male

Female

Ethnicity

How would you describe your ethnic origin? (as defined in 2001 census)

Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

Black, Black British, Black English, Black Scottish, Black Welsh

Caribbean

African

Any other Black background (please specify)

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:

Chinese

Any Other Ethnic Background

White:

British

English

Scottish

Welsh

Other, please write in

Irish

Any other white backgrounds (please specify)

Mixed:

White And Asian

White and Black Caribbean

White and Black African

Any other mixed background (please specify)

Other Information

Media

Where did you see the advertisement for this post?