



Unit 4 Minerva Works
158 Fazeley Street
Birmingham
B5 5RT

Post Applied
for:

Date

Employment Application Form

It is important that you read the guidance notes before completing this application form. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name:

First Name:

Address:

Postcode:

Mobile Telephone N°:

E-mail address:

Website/linked in:

Section 2 Employment History

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector

Name of Employer:

Address:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Position Held:

Summary of duties:

Reason for leaving:

Name of Employer:

Address:

Position Held:

Summary of duties:

Reason for leaving:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations- Please state level of Membership:

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course

Continue on a separate sheet if necessary

Section 6 Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job Description and what excites you about this job.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities. **(See Guidance Notes).**

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 11 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Reference 2	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone Nº:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Section 12 Recruitment Monitoring Form

CONFIDENTIALITY: This information will be completely confidential so that no-one will be able to link this personal data with you. It will be held on computer and will only be used for research & statistical analysis purposes by Centrala.

Please tick all the categories that apply to you:

Please tell us your gender

Male Female Intersex Non-binary Prefer not to say Not known

If you prefer to use your own term, please specify here:

Please tell us your age

Under 16 16 - 24 25 - 34 35 - 44 45 - 54 55 - 64
65 - 74 75+ Prefer not to say Not known

Please tell us about your ethnic background

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

White
English Welsh Scottish Northern Irish Irish British Central & Eastern European

Gypsy Roma Travellers of Irish Heritage Prefer not to say
Not Known

Any white background not listed, please write here:

Mixed / multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
Not Known

Any mixed background not listed, please write here:

Asian / Asian British

Asian British Indian Pakistani Bangladeshi Chinese Prefer not to say
Not Known

Any Asian background not listed, please write here:

Black / African / Caribbean / Black British

Black British African Caribbean Prefer not to say Not Known

Any Black/African/Caribbean background not listed, please write here:

If you belong to an ethnic group that's not listed above, please write it here:

Are your day to day activities limited because of a health condition or disability?

Yes No Prefer not to say Not Known

Section 12 Recruitment Monitoring Form continued

Gender

Male

Female

Binary

Prefer not to say

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised

Access requirements for interview – Do you have any specific access requirements in order to attend or take part in the interview? Please state below

Starting Date: If offered the job when could you start?

Section 13 Declaration

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

Polish Expats Association undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at interview.

The appointment for this role will be made in line with PEA Equality Policy and following the Recruitment & Selection Policy.

RETURNING THIS FORM

By E-Mail:

Centrala@centrala-space.org.uk