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| Post applied for: |
| Where did you see the post advertised? |



**Employment Application Form**

Please read the recruitment pack prior to completing this form as it holds further useful information.

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| 1. Personal details | |
| Title: Surname: First names: | |
| Contact address:  Postcode: | |
| Email address: | |
| Home phone: | Mobile phone: |
| Do you need a work permit or sponsorship to work in the United Kingdom? **Yes / No** ot know | |
| If you currently hold a work permit or visa, please give details including its type and expiry  date: | |

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| 2. Reasonable Adjustments/Arrangements for Interview |
| Please contact us if you need the application form in an alternative format. |

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| If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be? |
| If selected for interviews, please indicate any dates you would be unable to attend due to prior immovable commitments: |

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| 3. Employment History | | | | | | |
| Please give details of all your previous jobs (including current if applicable), starting with the most recent. Make sure you explain any gaps in your employment. | | | | | | |
| Dates From  To | | Employer’s name and address including postcode | Job title | Summary of your key duties | Salary | Reason for  leaving |
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| 4. Education | | | | | | |
| Starting with the most recent, please list your education history including professional qualifications. | | | | | | |
| Dates From  To | | School, College or University | Full or Part time | Subjects taken | Qualifications | Grades achieved |
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| 5. Qualifications you are currently studying for | | |
| Qualification | Level/part/other details | Date you expect  to finish |
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| 6. Training and development | | | | |
| Starting with the most recent, please give details of any training courses or events you have attended which are relevant to this post | | | | |
| Dates From  To | | Course title | Course provider | Summary of content |
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| 7. Experience & Knowledge  Please look at the Essential and Desirable requirements in the Person Specification, and the main tasks of the Job Description, and explain how you meet the Experience & Knowledge required.  Please continue your answers on one additional sheet if necessary. |
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| 8. Skills/Competencies/Personal Qualities  Please look at the Essential and Desirable requirements in the Person Specification, and the main tasks of the Job Description, and list details of any Skills/Competencies/Personal Qualities you may consider to be relevant. |
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| 9. Please describe how you would work in the post with reference to the job description. |
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| 10. Why are you applying for this job? |
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| 11. References  Please give the name, address and telephone number of three referees (only one of which is personal) who can broadly represent your professional work and personal interests. This should include your current or most recent employer. | | | | | | |
| **1.Name of Referee and relationship to you:** | |  | | | | |
| **Address:** |  | | | | | |
|  | | | | | |
| **Email:** |  | | | **Tel:** |  | |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |
| **2. Name of Referee and relationship to you:** | |  | | | | |
| **Address:** |  | | | | | |
|  | | | | | |
| **Email:** |  | | **Tel:** | | |  |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |
| **3. Name of Referee and relationship to you:** | |  | | | | |
| **Address:** |  | | | | | |
|  | | | | | |
| **Email:** |  | | **Tel:** | | |  |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |

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| 12. Declaration |
| The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised.  If it is discovered that you have given any information, which you know to be false, or with hold any relevant information, your application may be rejected or any subsequent employment terminated.  I confirm that the information contained in this application form is correct.  Signature …………………………………………………………………….Date…….................................. |

**Equal Opportunities Form**

CBM UK requires all its employees to operate within its policy of equal opportunity and not to discriminate against any person because of sex, sexual orientation, race, colour, national or ethnic origin, religion and belief, disability or age.

The information you give will be held in strict confidence by the HR Department and will be used for monitoring purposes only. Any information you give on this form will not affect your application.

Please note, this does not form part of the application form and will be separated from the rest of the document before it reaches the shortlisting panel.

Thank you for your time and co-operation in completing our form.

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| **Post Details** | | | | | | | | |
| **Position Applied for** | |  | | | | | | |
| **Personal Details** | | | | | | | | |
| **Gender** | |  | | **Nationality** | | |  | |
| **Age** | |  | | **Date of Birth** | | |  | |
| **Ethnic Origin**  **Choose one from section A to E, then tick the appropriate box to indicate your cultural background.** | | | | | | | | |
| **A. White** |  | | **B. Mixed** | |  | | **C. Asian or Asian British** |  |
| White British |  | | White and Black Caribbean | |  | | Indian |  |
| White Irish |  | | White and Black African | |  | | Pakistani |  |
| Any other white background |  | | White and Asian | |  | | Bangladeshi |  |
|  |  | | Any other Mixed background | |  | | Any other Asian background |  |
| **D. Black or Black British** |  | | **E. Chinese or other ethnic group** | | | | | |
| British Caribbean |  | | Chinese | |  |  | | |
| British African |  | | Any other ethnic group please specify: | | | | | |
| Any other Black background |  | |

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| **Religion** | | | |
| Christian |  | Sikh |  |
| Buddhist |  | No religion |  |
| Hindu |  | Other religion – please specify below |  |
| Jewish |  |  |  |
| Muslim |  | Prefer not to say |  |

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| **Disability** | | | | |
| The Disability Discrimination Act describes a disability as ‘a physical or mental impairment, which has a substantial and long-term (more than 12 months) adverse effect upon a person’s ability to carry out normal day-to-day activities’. Using this definition: | | | | |
| Do you consider yourself to have a disability? | Yes |  | No |  |
| Do you require any special adaptations/ equipment when attending an interview or to carry out a computer based task? | Yes |  | No |  |
| If ‘yes’ please give details: | | | | |
| Do you require any special adaptations/ equipment to take up employment? | Yes |  | No |  |
| If ‘yes’ please give details: | | | | |