**Please reply to:**

HR Department

Business in Focus Ltd

Unit 14/15 Bocam Park

Oldfield Road

Pencoed

CF35 5LJ

Tel: 01656 868545

**hr@businessinfocus.co.uk**

**If you need this information in large print or would prefer it in Welsh please contact HR Team on 01656 868545.**

Please complete this form in **black ink** or typed, continuing on separate sheets if necessary. CVs will not be accepted in place of this form, but please feel free to attach a copy of your CV as additional information.

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Title** |  |
| **Surname** |  |
| **First name(s)** |  |
| **Address** |  |
|  |
|  |
| **Postcode** |
| **Telephone number** | **Home Daytime** |
| **Email address** |  |

|  |  |
| --- | --- |
| **Where did you see the post advertised** |  |

|  |  |
| --- | --- |
| Do you have any specific requirement in relation to attending and/or participating in an interview or assessment centre? | **No Yes** (Please specify) |

**For HR Use Only:**

|  |
| --- |
| **JOB REFERENCE:** |

**Monitoring information**

Business in Focus is committed to increasing equality and diversity within its workforce. As part of this we need information from applicants to check that our recruitment and selection procedures are reaching as many potential candidates as possible and are fair.

In accordance with our policy on Equal Opportunities, Business in Focus will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, sex, sexual orientation, gender reassignment, religion or belief, marriage or civil partnership, disability, pregnancy, maternity, or age.

**The questionnaire will be detached from your application form along with your personal details, stored separately and used only to provide statistics for monitoring purposes. The answering of these questions is entirely voluntary and will not affect your application for employment. If there are any questions you do not wish to answer, please leave blank.**

1. Gender: Male 🞏 Female 🞏

2. Date of Birth: \_\_\_ /\_\_\_/\_\_\_\_

3. Marital/Civil Partnership Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you have responsibility for dependents, (relates to children, elderly or other persons to whom you are the main carer):

Yes 🞏 No 🞏

5. Do you have any disability: Yes 🞏 No 🞏

6. Ethnic Origin:

White – British 🞏

Black – African 🞏

Black – Caribbean 🞏

Black – other (please specify) 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indian 🞏

Pakistani 🞏

Bangladeshi 🞏

Chinese 🞏

Other (please specify) 🞏 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Sexual Orientation: Heterosexual 🞏

Homosexual 🞏

Bisexual 🞏

Thank you for completing this form.

**Please leave this page blank1 EDUCATION & QUALIFICATIONS**

**For HR Use Only:**

|  |
| --- |
| **JOB REFERENCE:** |

|  |  |
| --- | --- |
| **Name of Institution** | **Course completed &**  **Qualifications obtained (inc. grades)** |
|  |  |

**2 MEMBERSHIP OF PROFESSIONAL BODIES**

Please list any professional bodies of which you are a current member.

|  |  |
| --- | --- |
| **Professional body** | **Type of member** |
|  |  |

**3 WORK EXPERIENCE**

**3.1 Present employment/most recent\* employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** |  | | |
| **Address** |  | | |
|  | | |
| **Postcode** | | |
| **Nature of business** |  | | |
| **Position held** |  | | |
| **To whom responsible** |  | | |
| **Date started** |  | **Date left** |  |
| **Current salary** |  | **Other benefits** |  |
| **Notice period required** |  | | |
| **Description of duties** |  | | |
| **Reason for leaving:** |  | | |

\* please delete as appropriate

**3.2 Previous employment**

Please start with the most recent and continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| **Employer's name and address** | **Post held and brief outline of duties *(please include reason for leaving)*** | **Length of service** |
|  |  |  |

**4 REASON FOR THIS APPLICATION**

Please tell us why you are the right person for this job paying close attention to the job description **and** person specification.

|  |
| --- |
| **Expand table or use additional sheet of paper, as appropriate.** |
| **Knowledge** |
| **Skills** |
| **Experience** |
| **Advisory Roles**  *If you are applying for a Relationship Manager role or any other Advisory role (contains “Adviser” in the job title) then you must outline in this section at least two examples of organisations that you have supported that meet the essential requirements specified in the Person Specification.* |

**5 NON-WORK INTERESTS**

Please give details of any activities or personal interests that may be relevant to this application and that you have not already mentioned elsewhere.

|  |
| --- |
|  |

**6 OTHER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Do you hold a current full driving licence? | | **Yes/No** |
| Do you own a car? | | **Yes/No** |
| Ability to communicate in the medium of Welsh | | Speaking **Yes/No** |
| Writing **Yes/No** |
| Do you have any current endorsements? | **No Yes** (Please specify) | |
| National Insurance Number: | | |
| Is your present post your sole regular employment? | **Yes No** (Please specify) | |
| Are you a British subject or a National of any EEC country? | **Yes**  **No**  If no, do you have a current work permit?  Following the UK's withdrawal from the EU in Oct 2019, do you have the right to work in the UK?  **Yes**  **No** | |
| Please indicate your experience with computer based financial control, accounting, word processing and spreadsheet systems. | | |
|  | | |
| Do you have any unspent convictions? (Declaration subject to the Rehabilitation of Offenders Act.)  *Please note details of any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.* | | |
|  | | |
| Do you have a relative currently working for this organisation? If yes, please enclose their Full Name. (Due to our Employment of Relatives Policy introduced in 2017) | | |

**7 REFERENCES**

Please supply details of three referees. These should not include relatives or purely personal friends.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
| **Postcode** |
| **Telephone number** |  |
| **Email Address** |  |
| **Relationship to you** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
| **Postcode** |
| **Telephone number** |  |
| **Email Address** |  |
| **Relationship to you** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
| **Postcode** |
| **Telephone number** |  |
| **Email Address** |  |
| **Relationship to you** |  |

**DATA PROTECTION**

Data used on this application may be processed for purposes of selection for employment. Individuals have the right of access to personal data concerning them.

**DECLARATION**

I certify that the facts stated are true, and will form part of my contract of employment, should a job offer be made. I agree to the Company verifying the information given. All appointments are conditional upon receipt of satisfactory references.

**Signature: …………………… Date: ………………………..**