

APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given on the advert. We are unable to accept forms returned as email attachments without a signature.

Please either type directly in this form using Microsoft Word or print out and complete the form in black ink and BLOCK CAPITALS.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR:

Job title:
Department/Region:
Reference number:
Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title:	Surname:	First name:
Home address:		
POST CODE:		
Telephone nos: please include full STD code		
Home:		
Work :		
Mobile (where possible):		
email address (where possible):		
Do you hold a current driving licence?	Yes/No	
Is there anything concerning your medical history or state of health that is relevant to your application?	Yes*/No *If you answer Yes please refer to the Equality of Opportunity Questionnaire enclosed	
Are there any restrictions regarding your employment? e.g do you require a Work Permit?	Yes*/No *If you answer Yes please supply details on a separate sheet of paper	

How much notice do you need to give to your current employer?	
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2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section 5: Experience /skills.

1. Current/most recent employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

2. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

3. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

4. Employer/organisation

Name:		
Address:		
Job Title:	From:	To:
Brief description of duties:		
Reason for leaving/changing:		

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

7. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No

If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

8. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

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Signed Date

By signing and returning this application form you consent to Colour Weddings Limited using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. Thank you for completing the form.

Please print your completed form and return - together with your completed Equality of Opportunity Questionnaire – to the address given on the advert.

Equality of Opportunity Questionnaire -

Colour Weddings Limited is committed to equality and all applications will be considered on merit.

Colour Weddings Limited aims to ensure equal access and equal opportunities for all, irrespective of gender, marital status, ethnic origin, religion, disability, sexual orientation or age.

In order to assist Colour Weddings Limited in monitoring its Equal Opportunities Policy, you are asked to complete this form which will be separated from your application form before it is seen by the selection panel.

This information will be held on computer files for the purposes of monitoring the operation of the Equal Opportunities Policy and is subject to the provisions of the Data Protection Act.

POSITION APPLIED FOR:

Job title:	
Department/Region:	Reference number:
Surname:	First Names:
Female/Male (please delete as applicable)	Date of birth:

1. ETHNIC MONITORING

Which group do you most identify with? Please tick only ONE box.

A. White

British
English Scottish Welsh
Other – please write in

Irish
Any other White background – please write in

B. Mixed

White and Black Caribbean White and Black African White and Asian
Any other mixed background – please write in

C. Asian, Asian British, Asian English, Asian Scottish, Asian Welsh.

Indian Pakistani Bangladeshi
Any other Asian background – please write in

D. Black, Black British, Black English, Black Scottish, Black Welsh.

Caribbean African
Any other Black background – please write in

E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group.

Chinese
Any other ethnic group – please write in

2. DISABILITY MONITORING

Do you have a health problem or disability which may be relevant to your job application?

Yes No (please tick the appropriate box)

If Yes, what is the nature of your health problem or disability?

Thank you for completing the form. Please return it – together with your completed application form and a recent photograph – to the address in the covering letter.

Return Address: **Colour Weddings, 274 Manchester Road, Oldham OL9 7EL**