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| Title of post applied for: |  |

Before completing this form, please read the accompanying guidance notes (page 8).

Please write clearly in black ink or type.

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| **1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)

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| --- | --- | --- | --- |
| Surname:  |  | Initials:  |  |
| Former surnames if different: |  | Preferred Name or Title (Optional): |  |
| Address: | Tel No (home):  |  |
|  | Tel No (business): |  |
|  | Tel No (mobile): |  |
| E-Mail address: |  | Nat. Insurance No: |  |
| Nationality:  |  | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | [ ]  Yes [ ]  No | If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.) |
| Where did you learn of the post? |  |

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| **2. EDUCATION AND PROFESSIONAL QUALIFICATIONS** (Original documents as proof of qualification will be need to be presented at interview.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School / College / University | Dates | Examinations taken | Date | Result |
| From | To |
|  |  |  |  |  |  |
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| Professional Qualifications currently held: *how obtained, grade and date*  |

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| Other relevant Educational or Training Courses, with dates  |

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| **3. PRESENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Post:  |       | Salary:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address: | Date Commenced:  |       |
|  | Date Ended (if applicable): |       |
|  |  |  |
|  |  |  |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): |
| Reason for leaving or wishing to leave: |       |
| Period of notice required to terminate present employment: |       |
| Please notify us of any dates you are **not** available for interview:      |

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| **4. PREVIOUS EMPLOYMENT***(Please use continuation sheet if necessary.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employers | Position held | Reason for leaving | Salary |
|
|  |  |  |  |
| Description of duties: |
|  |
| Name & Address of Employers | Position held | Reason for leaving | Salary |
|  |  |  |  |
| Description of duties: |
|  |
| Name & Address of Employers | Position held | Reason for leaving | Salary |
|  |  |  |  |
| Description of duties: |
|  |
| Name & Address of Employers | Position held | Reason for leaving | Salary |
|  |  |  |  |
| Description of duties: |

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| **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB** |

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| **6. OTHER INFORMATION**

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| What activities outside work interest you? (State any positions held, you consider relevant.) |
| Do you hold a current driving licence? | [ ]  Yes [ ]  No | Do you have access to a car? | [ ]  Yes [ ]  No |

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| Disabilities |
| If selected for interview, do you require any special arrangements to be made on account of a disability?  | [ ]  Yes [ ]  No |
| If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:  |

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| Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974 |
| Do you have any unspent convictions?  | [ ]  Yes [ ]  No |
| If you have answered yes, you now have **two** options on how to disclose your criminal record. **Option 1:** Please provide details of your criminal record in the space below.**Option 2**: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.I have attached details of my conviction separately\_\_\_\_\_ (Please mark with an X if appropriate.) |

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| **7. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature:  |  | Date:  |       |
| Name:  |       |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |

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| **Please return this application form (marked PRIVATE & CONFIDENTIAL) to:** Vicki Hailes, Dorset Chamber of Commerce & Industry, Acorn Office Park, Ling Road, Poole, Dorset, BH12 4NZ or to e-mail: vicki.hailes@dcci.co.uk |

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| **EQUAL OPPORTUNITY RECRUITMENT MONITORING FORM**

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| In accordance with our Equal Opportunity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion of belief, marital or civil partnership status, age, disability, or pregnancy and maternity. So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name in order to enable us to monitor applications at the shortlisting and appointment stage. All information supplied will be treated in confidence and will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes. |

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| **1. Gender** |  [ ]  Male [ ]  Female |
|  |
| **2. Preferred Title** |  [ ]  Miss [ ]  Ms |  [ ]  Mr[ ]  Dr |  [ ]  Mrs  [ ]  Other:       |
|  **F****ull Name** |       |
|  |
| **3. Marital Status** |  [ ]  Married [ ]  Divorced |  [ ]  Single[ ]  Widowed |  [ ]  Separated  [ ]  Other:       |
|  |
| **4. Ethnic Origin** |  [ ]  White British [ ]  Black/Black British [ ]  Chinese |  [ ]  White Irish [ ]  Asian [ ]  Mixed |  [ ]  White Other [ ]  Asian British [ ]  Other:       |
|  |
| **5. Disability** | Do you consider yourself to be disabled under the Equality Act 2010?(The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.) |  [ ]  Yes  [ ]  No |
|  | If yes, what is the nature of your disability? *(optional)* |       |
|  |
| **6. Age Range** |  [ ]  16 - 24 [ ]  45 - 54 |  [ ]  25 - 34[ ]  55 - 64 |  [ ]  35 - 44  [ ]  65+ |

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| **GUIDANCE NOTES**

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| **The Application Form**The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself. Curriculum Vitaes (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.**Section 1: Personal Details*** Please give your surname and initials. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

**Section 2: Education and Professional Qualifications*** List membership of professional institutes, in-house courses and professional qualifications if applicable. Qualifications declared will be checked on appointment to a post.

**Section 3: Present Post*** Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
* Should you be selected for the role “your reason for leaving or wishing to leave” may be verified when we take up references.

**Section 4: Previous Employment** * Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
* Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

**Section 5: Relevant Skills, Abilities, Knowledge and Experience*** This section is vital.
* Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
* You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
* Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

**Section 6: Other information*** A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

**Section 7: Declaration** * This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.

**References** Should you be selected for the role we will want to take up references and any offer will be subject to receiving satisfactory references.  |

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