

# JOB APPLICATION FORM - CONFIDENTIAL



Please complete the application form and recruitment monitoring form.

Return by post or email to the address shown in the job advertisement.

If you have any queries please contact us – details are provided in the job advertisement.  
See attached guidance notes on completing this application form

Please complete this section using the information in the job advert.

Job Title: \_\_\_\_\_ Closing date: \_\_\_\_\_

Do you consider yourself to be a disabled person? Yes  No

If yes, do you require any support or adjustments to enable you to take part in the selection process for this job?

Yes  No

If yes, please give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Personal Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Title: Mr  Mrs  Ms  Miss

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ NI Number: \_\_\_\_\_

Complete if applicable:

Contact Number (Work if it is possible to contact you): \_\_\_\_\_

Contact Number (Home): \_\_\_\_\_

Mobile Number: \_\_\_\_\_



This organisation is committed to safeguarding and promoting welfare of learners and expects all staff and volunteers to share this commitment. BCTG is an equal opportunities employer

**Education/qualifications - most recent first**

School/College/ University/ Placement	Dates From	Dates To	Courses taken/ qualifications	Grade	Date (month/year)

Continue on separate sheet if necessary

Are you currently a member of any professional bodies?

Yes

No

If yes, please state:

Level of membership attained:

**Present Employer**

Name and address of your present or most recent employer:

Job Title:

Gross salary/wage:

Date of appointment:

Notice Period required:

Give a brief outline of duties and responsibilities:

Reason for leaving:



**Past employment - (paid and unpaid) – most recent first. Include all previous employers including career breaks.**

Employer's name and address	Position held	Dates From	Dates To	Reasons for Leaving

Continue on separate sheet if necessary

**Relevant training courses attended - most recent first.**

Organising Body	Course Details	Dates From	Dates To

Continue on separate sheet if necessary

Do you have a current driving licence?      Yes       No

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Do you require a work permit to work in the UK?      Yes       No

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Please insert ISA Registration if known:

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### References

To be completed by **ALL** applicants. Please note referees should not be friends or relatives.  
All referees will be contacted once interview has taken place if a job offer is made.

### Present /most recent employer

Name:	Job Title:
Address:	
Post Code:	Telephone Number:
Status/relationship to you:	

### Previous employer (if no employment history, use teacher or similar)

Name:	Job Title:
Address:	
Post Code:	Telephone Number:
Status/relationship to you:	

### Declaration

I certify that to the best of my knowledge the information I have given is correct (providing false information or deliberately omitting relevant information will make the candidate liable for dismissal or disciplinary action if appointed)

Signature
Date



# EQUALITY MONITORING FORM

This section forms an integral part of the application and must be completed in full and accurately.

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## Confidentiality

**This form is confidential and will not be seen by the selection panel.** The information provided on this separate sheet will be used by BCTG to monitor the effectiveness of its equal opportunities and recruitment policies and will only be used for the purpose of statistics.

## Sex

Female  Male

### Ethnic Group

To which ethnic group would you say you belong?  
Mark one box only.

#### White

British   
Irish   
Any other White Background

#### Mixed

White and Black Caribbean   
White and Black African   
White and Asian   
Any other Mixed background

#### Asian or Asian British

Indian   
Pakistani   
Bangladeshi   
Any other Asian background

#### Black or Black British

Caribbean   
African   
Any other Black background

#### Chinese or Other ethnic group

Chinese   
Any other ethnic group

## Disability - Do you consider yourself to be a disabled person?

Yes  No

### Age

Please indicate the band in which your age falls.

Under 25   
25 - 34   
35 - 49   
50 - 65   
Over 65

### Vacancy

I became aware of this vacancy through:

Newspaper. If so, please specify:

Job Centre   
BCTG Website   
BCTG Newsletter   
Other

please specify

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### For office use only

Shortlisted   
Appointed

# GUIDANCE NOTES

About completing this Application Form.



**The application form you complete when applying for a job will play a key part in deciding whether you should be called for interview so it is important that you take your time and complete it as fully and accurately as possible.**

It is important that your application is “tailored” to suit the qualities, skills and abilities outlined in the Job Description. These qualities skills and abilities may have been obtained in employment, education, voluntary or personal life. Identify which of these match to the Job Description and say how you gained them. Give examples where possible. If you are using a qualification to demonstrate a skill, please ensure that you record where and how you gained the skill in the section entitled, ‘**Relevant Training Courses Attended**’.

The application form is designed to enable you to give the interviewing panel clear information about yourself. To ensure that we treat all applicants fairly we do not make any assumptions, we only look at what you have told us about yourself on the form.

For applicants applying for Administration or Managerial posts you maybe asked to prepare a short presentation or sit a skills test. You will be advised of this in advance of your interview date.

Every application is given equal consideration and should the interviewing panel feel that the applicant meets the requirements of the job description a formal interview date will be offered.

BCTG reserve the right to call applicants for a second interview.

The checklist below will assist you in completing the application form.

- All applications should be made using the BCTG application form. CV's and letters will not be accepted. If you have a disability which prevents you from completing the standard application form this should be made known to us.
- Complete all parts of the application form including the Equality Monitoring Form. The information you provide on this form is **confidential and will not be seen by the interview panel or play any part in the selection decision.**
- If some parts of the application do not apply to you write N/A in the spaces provided.
- If the application is hand written use black ink.
- Make sure the information you provide is clear, concise and easily understood and that it is aimed at the job for which you are applying.
- When completing the, ‘**Experience**’ section. Use this as a guide to record what skills and experiences you have had to date. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education.
- Try to organise your answer into clear concise points to demonstrate that you have the skills we are looking for.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job you are applying for but the skills are likely to be the same.
- Accurate spelling, punctuation and grammar help make a good impression.
- Do not refer us to your current job description or say you will provide details at interview. On the application form we want to know exactly what you have done and where you have done it..
- We will not make any assumptions about your abilities.
- Remember - if you do not tell we will not know.
- Use extra sheets if you need to but ensure that you add your initial and surname to them.



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- Check with referees that they are happy for us to contact them if you are offered the position.
- Take a copy of the form before returning it to us so that you have a record of what you have included in your application.
- Make sure you return your form to us in the required format and within the timescales stated.
- If there is an interview date mentioned in the advertisement be sure to keep this free as we will not re-arrange the interview date and time.
- **Rehabilitation of Offenders Act 1974** Certain posts, particularly those that involve working with children and vulnerable groups will be subject to a criminal record check from the Criminal Records Bureau before the suitable applicant is appointed. This will include details of cautions, reprimands, final warnings and convictions including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974.
- Any disclosure will be required only if you are selected as the most suitable applicant.
- **Data Protection Act 1998 BCTG** will use the information provided on this form to process your job application. Information will remain confidential and is protected by the provisions of the Data Protection Act 1998. The Act gives you the right to see a copy of the information held about you.
- **This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff and freelance workers to share this commitment – all staff will be expected to undergo an enhanced CRB check, and relevant ISA checks.**

