

Job application form

ACCI is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form.

FOR OFFICE USE

Job ref no:
Date sent out:
Date returned:
Application no:
Closing Date:

1. Vacancy details This section must be completed

Job title: _____

2. Personal details

First name(s):	Last name:	Title: e.g. (Mr, Mrs, Ms):
Former name(s):	Date of Birth: / /	
Address:		
Postcode:		
Daytime tel no:	Evening tel no:	
Mobile tel no:	Email:	

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes No

National Insurance Number, if you have one

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Do you have the Right to Work in the UK? Yes No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence _____

3. General information

a) Are you related to a Board Member or employee of ACCI?
Yes No

If yes, please provide details:

Name: _____

Position: _____

Relationship: _____

Directorate: _____

4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).

b) Do you wish to job share the job you are applying for? Yes No

5. Education/Qualifications (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

6. Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue on a separate sheet if necessary.

9. Present or most recent employment (if any)

Job title: _____ Employer: _____

Salary: _____

Date Started: _____ Date left (if applicable): _____

Address: _____

Postcode: _____

Reason(s) for leaving (if applicable): _____

10. Ill health retirement/Dismissal

Have you ever taken ill health retirement or been dismissed for some other reason? Yes No

If yes, please give the date and details

11. References

Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____

Please note some jobs may require a Criminal Records Bureau check, further information regarding this will be contained in the application pack, if applicable.

12. Other information in support of your application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. **Please continue opposite.** You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and job reference number / job title.

12. Other information in Support of your Application

Continued....

13. Data Protection Act 1998 - Consent and certification of details

The information detailed in this application form may be used by ACCI in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Funding Agencies for survey and research purposes (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I, (print name): _____

Consent to ACCI recording and processing the information detailed in this application form. I understand that this information may be used by ACCI in pursuance of its business purposes and my consent is conditional upon ACCI complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature: _____

Date: _____

Application forms not fully completed may be refused.

Return Address:

**ACCI 217 Waterloo Terrace, Newhampton Road East, Wolverhampton WV1 4BA
Tel: 01902 571230**

Recruitment Monitoring

Name:

Job title:

Job ref no:

Ethnic Origin

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

A: White

British Gypsy or Irish Traveller Irish

Albanian Other

Any other White background please write in below:

B: Mixed

White/Black - Caribbean

White/Black - African

White/Asian

Black/Asian

Other

Any other Mixed background please write in below:

C: Asian or Asian British

Indian Pakistani Bangladeshi Kashmiri

Chinese Other

Any other Asian background please write in below:

D: Black or Black British

Caribbean African Other

Any other Black background please write in below:

E: Other ethnic group

Vietnamese Arab Kurdish

Other

Any other please write in below:

F: Sikh

Sikh

Gender

I am: Female Male

Date of Birth:

Age:

Disability

The Equality Act 2010 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

Please provide further information with regard to your disability:

Learning disability

Long standing illness

Mental Health condition

Physical impairment

Sensory impairment

Prefer not to say

Other

Employment Status

Are you currently employed by ACCI?

Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed?

Yes No

What is your sexual orientation?

Bisexual

Heterosexual

Lesbian or Gay

Prefer not to say

Other

Religion

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

No religion

Prefer not to say

Other – please specify

G: Jewish

Jewish

H: Prefer not to say

Prefer not to say



Job Advertisement

How did you first find out about this job? Please specify the source or publication.

Jobs4U jobs Bulletin

Internal Recruitment (Notice Board)

Wolverhampton City Council Website

Jobsgopublic Website

WMJobs Website

Website, other (please specify), _____

Professional Journal (please specify), _____

Express and Star

Other Newspaper (please specify), _____

Radio (please specify), _____

Word of Mouth

Careers/open day (please specify), _____

Jobcentre Plus

Search Consultant

Other (please specify), _____