



Blackburne House Group

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Application Form

Private and Confidential

Please complete the following in blue or black ink and continue on separate sheets if required. Please note that we do not accept CVs; applications will only be accepted if submitted on this form.

Post applying for:

Name:

Address:

Please provide contact numbers, indicating if we may call you on this number:

Daytime No.	<input type="text"/>
Evening No.	<input type="text"/>
Mobile No.	<input type="text"/>
Email address:	<input type="text"/>

Please provide details of your present or most recent employment (if unemployed, please state)

Organisation	<input type="text"/>
Position	<input type="text"/>
Address	<input type="text"/>
Date of Appointment	<input type="text"/>
Main duties & responsibilities	<input type="text"/>
Salary	<input type="text"/>
Notice Period	<input type="text"/>

Education

Please provide details of your education, starting with the most recent. This will include any formal qualifications or in-house training:

Name of Establishment	Qualifications Gained	Date Achieved

Training and Professional Development

Please provide details of any professional training undertaken or membership of any professional bodies:

Details of Training Provider	Training Undertaken / Memberships	Dates

Employment Experience

Please provide details of your employment experience, starting with the most recent:

Dates from / to	Name & Address of Employer	Position & brief description of responsibilities	Salary	Reason for Leaving

Competencies and Experience

Please describe the competencies, knowledge and experience which you will bring to the job. Please refer to the job specification, job description and values. You may continue on a separate sheet if necessary.

Further Information in Support of your Application.

Please explain why you are applying for the post and what interests you in working for Blackburne House.

Voluntary and Community Work Experience

Please use the space below to tell us about any voluntary work you have undertaken or about your involvement in voluntary and community groups:

Dates from / to	Name of Organisation	Details of work / activities / responsibilities

Please provide details below of the number of days sick taken from work over the past two years:

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References

Please give names, addresses, contact details and occupations of two people whom can be contacted for information relating to your work. One of your references must be from your most recent employer (if applicable)

Referee One

Name	
Organisation	
Position	
Address	
Relationship to Applicant	
Contact Number	
Email Address	

Referee Two

Name	
Organisation	
Position	
Address	
Relationship to Applicant	
Contact Number	
Email Address	

References will be taken up before the interview and with your knowledge. Please indicate if you do not wish your current employer to be contacted.

Declaration

I declare that the information detailed on this form is true and accurate to the best of my knowledge. By signing this form I acknowledge that this information can be treated as part of my subsequent contract of employment.

Signed	
Print Name	
Date	



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Monitoring Form

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Blackburne House is committed to promoting and ensuring equality of opportunity. To help us implement and monitor our commitment to equal opportunities in our recruitment processes, you are asked to provide the following details. We would like to stress that answering these questions is entirely optional and will not negatively affect your application.

Post applying for:

Where did you hear about this vacancy?

Please indicate your cultural origin:

White	White British	
	Irish	
	Other, please specify	
Mixed	White & Black Caribbean	
	White & Black African	
	White & Asian	
	Other, please specify	
Black or Black British	Black Caribbean	
	Black African	
	Other, please specify	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Other, please specify	
Chinese or other ethnic group	Chinese	
	Other please specify	

Do you consider yourself to have a disability?

 Yes No

Gender

 Female Male

Date of Birth