



Be Modern is an equal opportunities employer and welcomes applicants from all sections of the community.

Position applied for

Personal Details

Title (Mr/Mrs/Miss/Ms)

Surname

First name(s)

Any other names you are known by

Address

Postcode

Email address

Mobile

Home phone number

Daytime phone number

How would you prefer us to contact you?

Please give any dates you are not available for interview

Are you currently eligible for employment in the UK?

 YES NO

Please list the documents you can provide to show that you are eligible to work in the UK.

For example, a British Passport, European Economic Area Identity Card, Full Birth Certificate or travel document showing that you are eligible to live and work in the UK.

Do you have any criminal convictions that are 'unspent'?

 YES NO

In accordance with the Rehabilitation of Offenders Act 1974 you do not need to declare any convictions that are considered 'spent'. Please give details of any unspent convictions below.

Employment history

Current or previous employer

Name of Company

Address

Postcode

Nature of business

Job title

Date you joined the organisation /

Date you started your current position /

Notice period required

Current salary or salary when you left

Main tasks and areas of responsibility

Please provide brief details about your work.

Include details of your responsibilities and achievements. (Continue on a separate sheet if necessary.)

If you are no longer employed, please give your reasons for leaving.

Please give full details of your employment history starting with your most recent job first, and then listing all other previous employment in chronological order.

Employers name, address and dates of employment	Type of business	Job title	Reason for leaving

Education and training

Secondary School Attended	Examinations Passed	Grades

Further and higher education

College or University attended and courses / qualifications gained

Membership of professional organisations

Name of professional organisation	Grade of membership

Job-related training

Please give details of any long or short courses you have been on, qualifications or awards you have gained or any continuous professional development which would support your application.

Skills, abilities and supporting information

In addition to the academic qualifications of applicants, we consider that job knowledge, skills, abilities and personal qualities that a candidate has gained in their present and previous positions, voluntary work, work experience and holiday work is equally important. Please use this section of the application form to provide evidence of the skills, knowledge and experience you have gained in relation to the post you are applying for, paying particular attention to the job description information.

[Empty box for providing evidence of skills, knowledge and experience]

References

All appointments are subject to the satisfactory completion of a six month probationary period and depend on us receiving satisfactory references. Please provide details of two referees who we can contact, one of which should be your current or most recent employer wherever possible. If you have just left school or college, please include an academic reference.

Name

Name

Company & Full Address

Company & Full Address

Job title

Job title

Nature of your relationship

Nature of your relationship

Phone

Phone

Fax

Fax

E-mail

E-mail

NOTE: We will only contact referees with your prior agreement

Personal declaration

I confirm that, to the best of my knowledge, all the details I have given on this form are complete and true.

I understand that if I give any false or misleading information, and/or I am unable to provide specifically requested details (of qualifications etc), it may lead to my dismissal (if I have already been given the job).

I understand that any job offer depends on the supply of satisfactory references, evidence that I am eligible to work in the UK and sight of original certificates, as detailed in my application.

Signature

Date