



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

If hand writing the application please complete in capitals and black ink. Please complete all sections of the form to ensure your application is not delayed.

Our main source of correspondence with you throughout the recruitment process will be via email, therefore please make sure the email address provided is correct and that you check it regularly.

PART 1: APPLICATION FOR EMPLOYMENT

Section 1 Vacancy Details

Application for employment as DIRECTOR of The British Sign & Graphics Association Ltd. (BSGA).

Section 2 Employment

Present/most recent employer _____

Employer s address _____

_____ Post code _____

Job title _____

Notice period required _____ Date employed _____

Briefly outline your current duties and responsibilities

Do your current or any previous contracts of employment refer to any restrictive covenants?

Yes No If **Yes** please supply details on a separate sheet

Previous employment

Please provide details of all your previous employers. This can include any unpaid, voluntary or community work that you have undertaken. Continue on a separate sheet if necessary

Employer s name _____ From/To _____

Employer s address _____

Post held and brief outline of responsibilities _____

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Employer s address _____

Post held and brief outline of responsibilities _____

Over the past 5 years have you been dismissed by any of your previous employers?

Yes No If **Yes** please supply details on a separate sheet

Section 3 Education, languages, training and membership of professional bodies

Education Qualifications obtained and those currently being pursued

Qualification	Institution	Date attained

Languages Please specify your first language (i.e. English) and your proficiency in any other language

Language	Competency

Training Relevant work related training

Course title & subjects covered	Training organisation	Course date

Membership Membership of professional bodies

Body	Membership status	Registration No.	Renewal date

PART 2: PERSONAL INFORMATION

Section 5 Equality of opportunity

The BSGA is committed to equal opportunities in its employment policy, practices and procedures. To help us implement and monitor this policy please could you provide us with the following information.

Do you consider yourself to have a disability? Yes No

What is your gender? Female Male

Where did you see this post advertised? _____

Please tick one box from the list below which best describes the ethnic group to which you belong.

White

- British
- Irish
- Any other White background

Please specify _____

Black or Black British

- Black Caribbean
- Black African
- Any other Black background

Please specify _____

Chinese or other Ethnic Group

- Chinese
- Any other background

Please specify _____

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Please specify _____

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background

Please specify _____

Do you have any additional requirements that we may need to know about if we were to:

Invite you for interview Yes No

Offer you employment Yes No

If yes, please provide details _____

Section 6 Personal details

Title _____ Surname _____

First names _____ Date of birth _____

Home address _____

_____ Post code _____

Home Tel _____ Mobile No. _____ Work Tel _____

May we contact you at work Yes No email _____

Current or most recent salary/benefits _____

National Insurance Number _____

Section 7 Eligibility for employment

You will be required to show your original birth certificate, passport, visa (if applicable) or any other documentation in accordance with the Asylum and Immigration Act 1996 before commencing employment.

Do you have permission to live and/or work in the UK? Yes No

Section 8 Criminal convictions

Apart from spent convictions, as defined under the Rehabilitation of Offenders Act 1974, have you been convicted of a criminal offence, or are there any criminal charges outstanding against you? Yes No

If you are invited to interview you will be asked to give details of your criminal convictions (and outstanding criminal charges). Unless the nature of the work demands it, you will not be asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment, this will depend on the circumstances and background to your offence(s).

Section 9 References

Please provide details of two referees whom we will contact to assess your suitability for the position and to ensure the information you have supplied is accurate.

One of your referees should be your present or most recent employer. Where you have been unemployed and cannot provide two references please give the address of your benefits office.

All references must cover a minimum of two years previous to the date of your application. References from family, other relatives or friends are not acceptable.

May we contact your current employer prior to interview? Yes No

Reference 1

Name _____ Position _____

Address _____

_____ Post code _____

Tel No. _____ Fax No. _____ email _____

Relationship to you _____ Position you held _____

Dates employed from/to _____

Reference 2

Name _____ Position _____

Address _____

_____ Post code _____

Tel No. _____ Fax No. _____ email _____

Relationship to you _____ Position you held _____

Dates employed from/to _____

Section 10 Data Protection

The BSGA process the personal data in this Application form in accordance with the Data Protection Act 1998. The personal data will be used for the purposes of recruitment for the position specified in Section 1. The personal data will also be used for the purposes of implementing and monitoring the BSGA's equal opportunities policies and of complying with its

obligations under the Race Relations (Amendment) Act 2000. By signing this form you consent to the processing of sensitive personal data (i.e. convictions and health data) by the BSGA for the purpose of this application. Should you be unsuccessful in your application the BSGA will retain your personal data for one year from the closing date of the vacancy you are being considered for.

Section 11 Declaration

I declare that the information given in this form is correct. I understand that should my application proceed to interview/offer of employment I will be required to produce supporting documentation as evidence of my qualifications, previous experience and eligibility for employment (as set out in Section) and any criminal convictions (as set out in Section 8). I consent to the BSGA using the personal data in this Application form for the purposes set out in Section 10.

Signed _____

Date _____

Please return this form to:

British Sign & Graphics Association
5 Orton Enterprise Centre
Bakewell Road
Orton Southgate
Peterborough
Cambridgeshire
PE2 6XU

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Fax: 01733 230993
e-mail: info@bsga.co.uk
Web: www.bsga.co.uk