



# BAC O`Connor Centre Job Application Form

**Please complete in black ink or typescript**

Application for the post of	
Where did you see the post advertised?	

Return via email - [vikki.bale@bacandoconnor.co.uk](mailto:vikki.bale@bacandoconnor.co.uk)

## Personal Details

Last Name		Previous Name	
First Name(s)			

Permanent Address	
Postcode	

Daytime Phone No.	
Evening Phone No.	
Email address	

NI No.	
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Do you have a current UK driving licence?	Yes		No	
Do you have use of a car?	Yes		No	
Do you have any penalty points on your licence?	Yes		No	
If so how many?				

The Equality Act 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 or her ability to carry out normal day to day activities'

Do you consider yourself to have a disability?	Yes		No	
If you are called to an interview are there any arrangements we can make for you?	Yes		No	

If Yes, please outline your requirements

## Present or Most Recent Employment

Name	
Address	
Postcode	
Telephone Number	

Job Title	
Current Grade/Salary	

Brief Description of Main Duties & Responsibilities

Date Started		Date Leaving/Left (if applicable)	
Reason for Leaving			
Notice Period			

## History

Please give details of your employment history since leaving full time education, you should include details of times when you were not in paid employment such as raising children, voluntary work and periods of unemployment. If necessary please use an additional sheet.

Name and Address of Employer	Date from	Date To	Post held, brief description of duties and reason for leaving

## Education and Training

### Professional Qualifications

Name of Professional Association	Membership Type & Number if applicable	State whether by Award or Examination	Date Awarded

### Other Training/Courses

Please list, most recent first, any relevant courses or training you have attended in the last 5 years indicating the date of attendance. Continue on a separate sheet if necessary.

Title of Course/Training	Body Delivering Training	Date Attended

### Education

Starting with the most recent, please give details of secondary, further and higher education qualifications achieved. Continue on a separate sheet if necessary.

Date	Qualification	Subject	Grade

## Additional Information

In support of your application, please give your reasons for applying for this post and include any supporting information in particular experience, skills and knowledge that you believe will be relevant to the post. Please continue on a separate sheet if necessary.

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## Sickness Absence Details

Please note that in accordance with the Data Protection Act 1998, all personal sensitive information given will only be used in connection with this application process.

Please give details of sickness absence in the last 24 months

Number of Days		Number of Periods	
Reason (s) for absence (s)			

Have you had any major operations in the last 24 months?	
If yes please give details	

## References

Please provide the names and addresses of two referees who can comment on your experience and qualifications for the post applied for. One should relate to your current or most recent employment (or a member of your educational establishment staff who will know you).

	Referee 1	Referee 2
Name		
Position		
Address		
Postcode		
Tel. No.		
Email Address		

Are you happy for us to approach your referees at this stage?	Referee 1		Referee 2	
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## Rights to Works

Are you a British subject or a national of any EU country?
If not, do you have the right to work in the UK and a current work permit?
If so, please state the expiry date of your right to work in the UK and/or your work permit.

## Rehabilitation of Offenders Act 1974

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). All criminal convictions, cautions and bind overs must be declared regardless of when they occurred. **This will be kept completely confidential and will not necessarily bar you from employment.**

Have you ever been convicted of an offence or cautioned by the Police?	Yes		No	
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If yes, please give details (continue on a separate sheet if necessary)

**The successful applicant to this post will be subject to an enhanced DBS check and satisfactory references.**

<b>Additional Questions</b>		
	Please delete as appropriate	Details
Do you have any personal connection to BAC O'Connor, clients, volunteers or Trustees?	<b>YES / NO</b>	
Do any members of your family work for BAC O'Connor?	<b>YES / NO</b>	
Have you or any of your family members previously worked for BAC O'Connor?	<b>YES / NO</b>	
Have you or any of your family been a client of BAC O'Connor?	<b>YES / NO</b>	

## **Declaration**

I declare that the information I have given on this application form is true to the best of my knowledge and that providing information that is untrue or omitting information which is relevant, may disqualify me from further consideration. If this failure/untrue information is discovered after employment I may be liable to dismissal without notice.

Signed \_\_\_\_\_

Date \_\_\_\_\_