

**First Floor, Huyton Library, Knowsley L36 9GD**

**T: 0151 477 1356** [**info@knowsleychamber.org.uk**](mailto:info@knowsleychamber.org.uk)

**Confidential – please type this form or complete it using black ink**

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| **Section 1 Job details** | | | |
| Application for post of: | | | |
| Closing date: | | | |
| **Section 2 Personal details** | | | |
| Title (Mr, Miss, Mrs, Ms, other): | | Surname: | |
| Forename(s): | | Previous surname: | |
| Address: | | | |
| Postcode: | | | |
| Telephone numbers | | | |
| Daytime: | | Evening: | |
| Mobile: | | Email address: | |
| **Section 3 Present or last employer** | | | |
| Name of organisation: | | | |
| Contact name: | | Telephone number: | |
| Address: | | Email address: | |
| Dates from: | to: | | Grade: |
| Position held: | | Salary: | |
| Main duties and responsibilities: | | | |
| Period of notice: | | | |
| If this is your last employer, please state why you left:  If this is your present employer, please state why you are applying for the post: | | | |
| **Section 4 Previous employment** | | | |
| Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed. | | | |
| Name of organisation: | | | |
| Contact name: | | Telephone number: | |
| Address: | | Email address: | |
| Dates from: | to: | | Grade: |
| Position held: | | Salary: | |
| Main duties and responsibilities: | | | |
| Period of notice: | | | |
| Reason for leaving: | | | |
| Name of organisation: | | | |
| Contact name: | | Telephone number: | |
| Address: | | Email address: | |
| Dates from: | to: | | Grade: |
| Position held: | | Salary: | |
| Main duties and responsibilities: | | | |
| Period of notice: | | | |
| Reason for leaving: | | | |
| Name of organisation: | | | |
| Contact name: | | Telephone number: | |
| Address: | | Email address: | |
| Dates from: | to: | | Grade: |
| Position held: | | Salary: | |
| Main duties and responsibilities: | | | |
| Period of notice: | | | |
| Reason for leaving: | | | |

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| **Section 5 Membership of professional body** – if successful, we will ask you to provide evidence of membership**.** | | | | | |
| Name of professional body | Level of membership | | Specific responsibilities, for example, chairperson | | Date of entry |
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| **Section 6 Qualifications and training** – if successful, we will ask you to provide evidence of qualifications achieved. | | | | | |
| Please give details of all the qualifications you have achieved starting with the most recent. Continue on a separate sheet if needed. | | | | | |
| **Qualification** | | **Level, for example GCSE, NVQ, BSc** | | **Date achieved or expected to achieve** | |
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| Training – please give details of any training and development activities you have completed that you feel are relevant to your application. Continue on a separate sheet if needed. | | | | |
| **Training activity** | **Duration** | | **Date** | |
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| **Section 7 Other relevant skills and knowledge** – please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if needed. | | | | |
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| **Section 8 Criminal convictions** | | | | |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. | | | | |
| Do you have any unspent convictions? | | Yes | | No |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed. | | | | |
| You are required to give details of **all** criminal convictions even if they are ‘spent’ for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below. | | | | |
| Do you have any ‘spent’ convictions? | | Yes | | No |
| If you have said ‘Yes’ above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if needed. | | | | |

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| **Section 9 Immigration, Asylum and Nationality Act 2006** | | | | |
| Are you subject to immigration control? Yes/No  Do you need a certificate of sponsorship to work in the UK? Yes/No | | | |  |
| **Section 10 Referees** | | | | |
| Please supply the names and addresses of two peoplewho are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable.  Please tick the box if you do not wish us to contact your referees before an offer is made. | | | | |
| First referee’s details | | Second referee’s details | | |
| Name | | Name | | |
| Job title | | Job title | | |
| Organisation | | Organisation | | |
| Address | | Address | | |
| Telephone number | | Telephone number | | |
| Email address | | Email address | | |
| Reference type | | Reference type | | |
| Employer |  | Employer |  | |
| Education |  | Education |  | |
| Character |  | Character |  | |
| **Section 11 Administration** | | | | |
| Where did you see the post advertised? | | | | |
| If you are related to or in a relationship with a Board Director or member of staff of Knowsley Chamber of Commerce, or an elected member of the council (councillors) or an employee of Knowsley Council, please give details here. | | | | |

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| The role you are applying for requires you to travel, please answer the following two questions. | | | | |
| 1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points. | | | | |
| Provisional | Full | | Other | None |
| Details of endorsements or penalty points. | | | | |
| 2. Do you have regular access to a car?  Yes  No | | | If you do not have regular access to a car, can you provide alternative mobility?  Yes  No | |
|
| **Data Protection Act 1998/GDPR Regulations** – we will hold information on this form on manual and electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it. | | | | |
| **Entitlement to work in the UK** - to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK). | | | | |
| **Declaration** - I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of employee of Knowsley Chamber, Councillor or employee of Knowsley Council or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal. | | | | |
| Name | | Date | | |

**If you return this form by email without a signature, we will assume that you have accepted the declaration.**