



## **Application for Employment**

### Guidelines for Applicants

Please read these notes carefully before completing the application form. Your job pack contains a job description, job specification, application form, equal opportunity monitoring form and general information about the EIA.

### **Job Description**

This describes the objectives and duties of the job for which you are applying. You should check that you feel able to undertake the duties of the job before applying. Please give examples of how your achievements are relevant to this job description when completing Section 4.

### **Person Specification**

This describes the skills, experience, knowledge and other factors we shall be looking for when selecting applicants.

Please read this carefully and address how you fulfil each point when answering Section 4 on the application form.

It is very important that you fill this in accurately and concisely, giving evidence of skills and experience where possible.

### **General Information**

Application forms are available electronically and EIA prefers applications by email



## Application for Employment

Please read the guidance notes before you fill in this application form

|                             |
|-----------------------------|
| Office use<br>Date received |
|-----------------------------|

### Post Details

|                   |                    |
|-------------------|--------------------|
| Post applied for: | Post reference no: |
|-------------------|--------------------|

### Part 1. Personal Details

|   |                              |
|---|------------------------------|
| Last name:  | Title:                       |
| First name:   | Other: (please give details) |
| Address:  | Home phone number:           |
|   | Work phone number:           |
|   | Mobile phone number:         |
| Postcode:   | E-mail address:              |
|   |                              |
| If you are currently working, how much notice would you have to give your employer? |                              |

**Part 2. Work History**

Please tell us about your work history including any part time or voluntary work. Please start with your most recent work.

| <b>Name &amp; Address of Employer</b> | <b>Job Title and Main Duties (state if full/part time or voluntary)</b> | <b>From</b> | <b>To</b> | <b>Reason for leaving</b> |
|---------------------------------------|---|-------------|-----------|---------------------------|
|                                       |   |             |           |                           |

**Please give details of your main duties and achievements in your present or most recent job.**

A large empty rectangular box provided for the applicant to write their response to the question above.

**Part 3. Education and Qualifications** (Please use extra sheets if you need to)  
 Please list your educational history and qualifications, starting with the most recent

| Dates | Qualification | Where this was gained<br>e.g. secondary school/college/university | Grade |
|-------|---------------|---|-------|
|       |               |   |       |

**Other training** (e.g. membership of professional bodies, training courses etc.)

| Course/Qualification title | Date | Where this was gained |
|----------------------------|------|-----------------------|
|                            |      |                       |

**Part 4. Experience** (Please use extra sheets if you need to)  
 Please explain how your experience and skills suit the post by addressing all the points in the Person Specification.

## References

If you have worked before or are currently working, one of your referees must be your present or last employer.

|   |   |
|---|---|
| <b>Referee 1</b><br><b>Name:</b> Miss Lisa Wilson<br><b>Position:</b><br><b>Address:</b><br>.<br><b>Phone number:</b><br><b>Type of reference</b> | <b>Referee 2</b><br><b>Name:</b><br><b>Position:..</b><br><b>Address:</b><br><br><b>Phone number:</b><br><b>Type of reference (please indicate)</b> |
| Can we contact your referees before your interview?   |   |
| Referee 1   | Referee 2   |

## Part 5. Other Information

Do you need a permit to work in the United Kingdom?

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent?

How many days absence have you had from work in the last 12 months? None \_\_\_\_\_

If more than 10 days please give details: \_\_\_\_\_

Do you have any disability which might affect your employment in this job?

If yes, please give details. \_\_\_\_\_

Where did you hear about this job? \_\_\_\_\_

**I declare that the information that I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to EIA processing the data supplied on this application form for the purpose of recruitment and selection.**

|                        |              |
|------------------------|--------------|
| <b>Your signature:</b> | <b>Date:</b> |
|------------------------|--------------|

Please return this form by the closing date to:



## Equal Opportunities Monitoring

**Post Applied For**

\_\_\_\_\_

### Ethnic Origin

Please indicate which option best describes your ethnic origin

|                  |                          |                       |                          |
|------------------|--------------------------|-----------------------|--------------------------|
| White            | <input type="checkbox"/> | Bangladeshi           | <input type="checkbox"/> |
| Black/ Caribbean | <input type="checkbox"/> | Chinese               | <input type="checkbox"/> |
| Black/ African   | <input type="checkbox"/> | Other Asian           | <input type="checkbox"/> |
| Black/ Other     | <input type="checkbox"/> | Other, please specify | <input type="checkbox"/> |
| Indian           | <input type="checkbox"/> |                       |                          |
| Pakistani        | <input type="checkbox"/> |                       |                          |

\_\_\_\_\_

### Disability

Do you see yourself as having a disability as defined in the Disability Discrimination Act 1995 'physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities'.

Yes  No

### Gender

Male  Female