

APPLICATION FORM



Thank you for your interest in working for **CV One Limited**.

Please carefully read the Guidance Notes on page 6 before starting to complete this application form.

Office Code: _____ **Date Received:** _____

Job Title:

Department:

PERSONAL DETAILS

Please complete this section in **CAPITAL LETTERS**.

Mr/Mrs/Miss/Ms* (*Please delete as appropriate)

Surname _____

Forenames _____

Address _____

Telephone Home _____

Telephone Work _____

Post Code _____

N. I. No _____

Overseas Applicants

Do you hold a current, valid passport or ID Card?

Yes

No

Do you need a Work Permit to work in the UK?

Yes

No

CV One Limited will check your work status and the validity of documents submitted to ensure you are entitled to work in the UK.

Have you a full current driving licence?

Yes No

Do you have use of a car?

Yes No

PRESENT OCCUPATION

Name and address of employer	Job Title	
	Date of appointment	Period of notice required
	Present salary and any other benefits	

PREVIOUS EMPLOYMENT Paid or Unpaid - Most recent first

Dates	Employer	Post Held	Salary/Grade	Reason for Change

EDUCATION

Level*	Subject	Grade

* E.g. GCSE, 'O' Level, 'A' Level, CSE, 16+, Professional Examinations or equivalent, Higher Education etc.

NB – Successful applicants may be required to provide proof of qualifications.

TRAINING COURSES

(Please list only those courses relevant to this particular post)

College or Organisation	Course Title	Length of Course

PERSONAL STATEMENT Job Title _____

Office Code _____

Candidates must ensure that they give maximum evidence and examples within the Personal Statement to satisfy all the 10 headings and the special requirements of the role as shown in the Person Specification provided.

(Continue on separate sheet if necessary)

REFERENCES

Please give the details of two people who could provide a reference about your suitability for the post. The first referee must, where applicable, be your present or last employer.

If you are known to your referee by a previous surname please state name: _____

1. Name:	2. Name:
Address:	Address:
Telephone Number:	Telephone Number:

May we take up references without contacting you beforehand? Yes No

DECLARATION OF CRIMINAL OFFENCES AND POLICE CHECKS

In order to protect the interests of the community, every effort is made to ensure information provided by applicants is accurate. This is achieved by seeking references and Criminal Record Bureau (CRB) checks.

The Rehabilitation of Offenders Act (1974) states that an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. the conviction is 'spent'. Only offences which are not 'spent' need to be declared below.

Applicants are reminded that certain posts are exempt from the 1974 Act, and therefore you may be required to reveal any criminal convictions you might have, including any which otherwise would be considered 'spent' under the Act.

Have you been convicted of a criminal offence? Yes No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If yes, please give details

TO BE RETURNED TO:

**HR DEPARTMENT
CV ONE LIMITED
8 HAY LANE
COVENTRY
CV1 5RF**

I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.	
Signature	Date

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

GENERAL

Please use **black ink** to complete the form.

Please do not complete the same application form for more than one job.

Please carefully read the information sent with the application form which may include:

**Job Description
Personnel Specification
Supporting Information**



These documents give you information about the Job etc

If you need advice, more information, or are seeking feedback as to your progress in the selection process, please contact the HR Department on 024 7660 7016.

COMPLETING THE FORM

Short listing will be undertaken on the basis of the Personal Statement section only, and not any other part of the application, including attached CV's. Candidates must ensure that they give maximum evidence and examples within the Personal Statement to satisfy all the 10 headings and special requirements of the role shown in the Person Specification provided. Once candidates reach interview stage all other parts of the application form will be taken into account. You should give good examples from all your relevant experience – whether from a present or past job, voluntary work, school/college or even leisure interests.

NOTE FOR DISABLED CANDIDATES

The application form will be accepted in any format, such as videotape, audiotape, and disk Braille, etc.

Please contact the HR Department, before the official closing date, if you require further time to complete the application form in another format.

If you are a disabled candidate and unable to meet all the job requirements because of your impairment, or long term health condition, wherever practicable, reasonable adjustments will be made to those requirements to enable you to be considered for the job. To request this you must indicate on the Equal Opportunities Form which items of the Personnel Specification and/or Job Description are affected so that this may be taken into account in the short-listing process.

We will interview all applicants with a disability who meet the minimum requirements of the role or who could meet the minimum requirements if we made, where practicable, reasonable adjustments to our premises, working practices or equipment.

Wherever practicable, CV One Limited will endeavour to make adjustments to the premises or the work arrangements to meet the needs of individual disabled employees.

AFTER COMPLETING THE APPLICATION FORM

Ensure that your application form is returned to the HR Department, CV One Limited, 8 Hay Lane, Coventry, CV1 5RF by the closing date. All applications will receive a response within 2 weeks of the closing date.

If your application is unsuccessful you are entitled to feedback as to why, on request.

If you are not short listed for the post for which you are applying, please do not be dissuaded from applying for future vacancies with CV One Limited. These are advertised from time to time in the local press.

DATA PROTECTION

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the **Data Protection Act 1998 and the CV One Limited Data Protection Policy.**

EQUAL OPPORTUNITIES



CV One Limited is continually working towards equal opportunities in employment and service delivery, and are committed to policies and practices which do not discriminate or are unlawful. To help us to do this, please complete the section below.

Job Title

Full Name

Gender: Male Female

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black - Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Other (please specify)	<input type="text"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	<input type="text"/>

We will not discriminate on grounds of race, gender, nationality, national origin, marital status, disability, economic status, sexual orientation, age, trade union membership, political or religious beliefs, or responsibility for dependants.

Do you consider yourself to be disabled under the Disability Discrimination Act (DDA)?

Yes No If yes, please continue overleaf

How did you hear about the vacancy?

School/College Careers Service	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>
Job Opportunities Circular	<input type="checkbox"/>	Casual Enquiry	<input type="checkbox"/>
Information from existing employee	<input type="checkbox"/>	Advertisement	<input type="checkbox"/>
		(Please specify)	<input type="text"/>

NOTES FOR DISABLED CANDIDATES

Wherever practicable, we will make reasonable adjustments to the Job Description and/or the Personnel Specification for this job if you are disabled and are unable to meet all of the requirements because of your impairment.

If you think this applies to you, please give details below. We will interview you if you meet the minimum requirements of the post or you could do so if we made, where practicable, reasonable adjustments to our premises, working practices or equipment.

Please indicate the items on the Personnel Specification or Job Description you are unable to meet (or fully meet) because of your impairment.

If you were short listed for the post, would you wish to discuss access arrangements of the place of work?

Yes

No

Please indicate any arrangements we should make to ensure you have an opportunity to demonstrate your skills at a test and an interview e.g. sign language interpretation, wheelchair access, car parking etc.
