|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For office use only:   |  |  | | --- | --- | | Job Title |  | | Ref No |  | | Date received |  | | Closing Date |  | |



**BUSHBURY HILL**

**ESTATE MANAGEMENT BOARD LTD**

**JOB APPLICATION FORM:**

Thank you for your interest in working for BUSHBURY HILL ESTATE MANAGEMENT BOARD LTD. We welcome and will carefully consider your application. Equal opportunity and fairness are at the heart of our work ethos, and you may be assured that we will consider your application in a similar manner.

Please complete this form accurately and in full as it forms the initial stage in the selection procedure. CV’s will only be accepted in SUPPORT of this completed form, not in place of it.

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Miss, Ms) |  |
| First Name (s) |  |
| Last name (s) |  |
| Address |  |
| Postcode |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| Mobile telephone number |  |
| Email address |  |

Do you consider yourself to be a disabled person?

YES  NO  (If no, please give details)

People with disabilities who meet the essential job criteria will be guaranteed an interview.

|  |
| --- |
|  |

Do you require any special adjustments to enable you to take part in the selection process or carry out the duties of the post?

YES  NO  (If no, please give details)

|  |
| --- |
|  |

**SECTION 2: EDUCATION / QUALIFICATIONS:**

Please give details of any education or qualifications you may have, most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATES** | | **SCHOOL / COLLEGE / UNIVERSITY / PLACEMENT** | **COURSES TAKEN / QUALIFICATIONS** | **RESULTS & GRADE** | **DATE GAINED** |
| **FROM** | **TO** |
|  |  |  |  |  |  |

Please continue on a separate sheet if necessary.

**SECTION 3: TRAINING:**

Please list any courses you have undertaken which are relevant to the job applied and / or are specified on the Person Specification:

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **ORGANISING BODY** | **COURSE TITLE & DETAILS** | **LENGTH** |
|  |  |  |  |

Please continue on a separate sheet if necessary.

**SECTION 4: EMPLOYMENT**

Please give details of your present or most recent employment (if any):

|  |  |  |
| --- | --- | --- |
| **Name and Address of present / most recent employer:** | **Job title** |  |
| **Salary** |  |
| **Date started** |  |
| **Date left** |  |
| **Notice required (if applicable)** |  |
| **Reasons for leaving (if applicable):** | | |
| **Brief details of duties and responsibilities:** | | |

**SECTION 5: PREVIOUS EMPLOYMENT:**

Please give details of any previous employment (paid or unpaid) starting with the most recent first (please include all previous employers):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATES** | | **EMPLOYER** | **POSITION HELD** | **REASON FOR LEAVING** |
| **FROM** | **TO** |
|  |  |  |  |  |

Please continue on a separate sheet if necessary.

**SECTION 6: SUPPORTING STATEMENT:**

Please give details of your duties and achievements in previous posts. You should indicate experience, special knowledge, skills, personal qualities and motivation which relate to this particular job. You may also wish to draw attention to any other information including leisure interests or activities, community or voluntary work, domestic / family experience.

|  |
| --- |
|  |

**SECTION 7: REFERENCES:**

Please give details of two referees, one of which must be your present or most recent employer. If you would prefer us **not** to contact your references prior to interview, please tick the relevant box(es) below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current or most recent employer:     |  |  | | --- | --- | | Name |  | | Job Title |  | | Address |  | | Postcode |  | | Telephone no. |  | | Email address |  | | |  |  | | --- | --- | | Name |  | | Job Title |  | | Address |  | | Postcode |  | | Telephone no. |  | | Email address |  | | Relationship to you |  | |

**SECTION 8: DECLARATION:**

I certify that to the best of my knowledge the information I have given is correct (providing false information will make the candidate liable to dismissal or disciplinary action if appointed).

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Please return to** | Bushbury Hill Estate Management Board  14 Kempthorne Avenue  Low Hill  Wolverhampton  WV10 9JG |
| **Email by** | sarah.parton-mann@wolverhampton.gov.uk |

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**RECRUITMENT MONITORING**

To help us monitor our Equal Opportunities in Employment Policy, please tick the following boxes as appropriate:

|  |  |
| --- | --- |
| Job applied for |  |

***What is your age:***

17 – 19  20 – 24  25 – 29  30 – 34  35 – 39  40 – 44  45 – 49

45 – 49  50 – 54  55 – 59  60 – 64  65 +  Prefer not to say

***What is your gender:***

Male  Intersex  Prefer not to say

Female  Non-binary

***What is your sexual orientation:***

Bisexual  Heterosexual / Straight

Gay Woman / Lesbian  Gay Man / Homosexual

Other  Prefer not to say

***What is your ethnicity:***

**Asian:**

Bangladeshi  Indian  Pakistani

Other Asian background Please specify……………………………………

**Black or Black British:**

African  Caribbean

Other Black background Please specify……………………………………

**Chinese or Other ethnic group:**

Chinese

Other ethnic group Please specify……………………………………

**Mixed:**

White & Black Caribbean  White & Black African

Asian & White  Black & Asian

Other mixed background Please specify……………………………………

**White:**

British  English  Irish  Scottish  Welsh

Other White background Please specify……………………………………

Prefer not to say

***What is your religion or belief:***

No religion  Jewish

Baha’i  Muslim

Buddhist  Sikh

Christian  Other Please specify…………………………………

Hindu  Prefer not to say

Jain

***Disability:***

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day-to-day activities**.’

Do you consider yourself to be disabled under the Equality Act 2010?

Yes  No  Prefer not to say

If Yes please specify……………………………………………………

***How did you become aware of this vacancy?***

Publication

Please specify which newspaper…………………………………………

Bushbury Hill EMB Website

Other website

Please specify which…………………………………………

Word of Mouth

Other

Please specify…………………………………………