

# Confidential Employment Application Form

All information supplied on this form and ancillary documents will be treated as **STRICTLY CONFIDENTIAL**.

Please email your application to [julie.elcock@bira.co.uk](mailto:julie.elcock@bira.co.uk) or post to: Julie Elcock, HR Manager, bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

Post applied for:		Date:
<b>1. Personal Details</b>		
Title:	Surname:	Forename(s):
Permanent Address:		
Address for correspondence (if different)		
Telephone numbers:		
Home:	Work:	Mobile:
Email address		
Are we able to contact you at work? (delete as appropriate)		By phone <b>YES / NO</b>
		By email <b>YES / NO</b>
Do you need a work permit for employment in the UK? <b>YES / NO</b>		
<b>2. References</b>		
Please provide the name, address and position of three referees (not relatives, personal friends or employees of bira) one of whom should be your present/most recent employer.		
a) Present/most recent employer	b) Second referee	c) Third referee
Name:	Name:	Name:
Address:	Address:	Address:
Position:	Position:	Position:
References will normally be taken up for short listed applicants. Please tick the appropriate box below if this is not convenient.		
Referee a) <input type="checkbox"/>	Referee b) <input type="checkbox"/>	Referee c) <input type="checkbox"/>
<b>3. Details of Secondary/Further/Higher Education</b>		

Dates	School/College/University	Qualifications Achieved

#### 4. Professional Qualifications/Membership of Professional Bodies

Dates	Full details of Professional Qualifications

#### 5. Interest/Leisure Activities

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#### 6. Rehabilitation of Offenders

Have you any convictions, which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? YES / NO

#### 7. Present/Most Recent Employment Details

Employer's name and address:

Job title:

Date appointed:

Date terminated:

Length of notice:

Present salary:

Bonuses/Benefits:

Details of any restrictive covenant:

Summary of main duties/responsibilities:

Posts of employees reporting to you

Please attach a copy of your current/most recent job description.

### 8. Previous Employment

From	To	Employer & Position Held	Final Salary	Reason for Leaving
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### 9. Gaps in your Employment

From	To	Reason
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### 10. Reason for Applying

### 11. Additional Information/Relevant Experience/Skills

Please give details of any achievements, skills or particular areas of work experience (including voluntary work), which you believe are relevant to the Job Description for this post.

#### 12. Driving Licence

Do you possess a current valid driving licence?

YES / NO

Do you have the use of a motor car YES / NO

#### 13. Travel

Are you willing to travel on business at home and abroad as required by the needs of **bira**?

YES / NO

#### 14. Working Hours

Are you willing to work such hours as are required to fulfil the duties of the post applied for?

YES / NO

Please state where details of this post were first seen:

**I understand and accept that it is a condition of any subsequent contract of employment that the facts supplied on this form are true and that the undertakings given will be honoured.**

Signed:

Date:

Please tick this box if applying electronically

#### Data Protection

The information you supply on this form and any ancillary documents will be used to assess your suitability for the post applied for. These details will only be disclosed to those persons involved in the selection process or Personnel Administration and all such persons are instructed to observe strict confidentiality.

**bira** will retain the forms of all unsuccessful applicants for 6 months, after which they will be destroyed, in accordance with current guidance.

Should you be successful, certain details from this form may be checked and data matched to prevent fraud. Some of the information may be entered into **bira's** computer system, which will allow **bira** to administer your employment. This information will then be placed in your Personal File and retained until after you complete your employment with **bira**, for as long as legislation requires.

**bira** is an Equal Opportunities Employer.

# Equal Opportunities Monitoring Form - Confidential

bira wants to meet the aims and commitments set out in its equality policy. To assist us with monitoring information for this policy and specifically for that purpose only, please provide the details below.

The information you provide will stay confidential, and be stored securely. This information WILL NOT be taken into consideration for the purposes of selection. This form will be separated on receipt of your application and stored separately and treated as confidential.

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**Gender** Male  Female  Prefer not to say

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**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

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## What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

### *White*

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

### *Mixed/multiple ethnic groups*

White and Black Caribbean  White and Black African  White and Asian   
Prefer not to say  Any other mixed background, please write in:

### *Asian/Asian British*

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say   
Any other Asian background, please write in:

### *Black/ African/ Caribbean/ Black British*

African  Caribbean  Prefer not to say   
Any other Black/African/Caribbean background, please write in:

### *Other ethnic group*

Arab  Prefer not to say  Any other ethnic group, please write in:

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## Do you consider yourself to have a disability or health condition?

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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**What is your sexual orientation?**

Heterosexual       Gay woman/lesbian       Gay man       Bisexual

Prefer not to say       If other, please write in:

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**What is your religion or belief?**

No religion or belief       Buddhist       Christian       Hindu       Jewish

Muslim       Sikh       Prefer not to say       If other religion or belief, please write in:

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**Do you have caring responsibilities? If yes, please tick all that apply**

None       Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)       Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say