

**Personal Details:**

<b>Surname:</b>	
<b>Forenames:</b>	
<b>Current address:</b>	
<b>Day time telephone number:</b>	
<b>Evening telephone number:</b>	
<b>Email:</b>	

**Position Details:**

<b>Position applied for:</b>	
<b>Recruiting Manager:</b>	

**Employment History (No need to complete if CV attached):**

<b>Present post:</b>	<b>Job title:</b>
<b>Employer:</b>	<b>Date started:</b>
<b>Salary and benefits:</b>	
<b>Major duties and responsibilities:</b>	

<b>Previous posts (please start with the most recent):</b>			
<b>Job title:</b>	<b>Employer:</b>	<b>Dates (from-to):</b>	<b>Salary:</b>

**Education/Training/Professional Qualifications (no need to complete if CV attached):**

<b>Secondary education:</b>	<b>Qualifications/grade:</b>
<b>Further/higher education:</b>	<b>Qualifications/grade:</b>
<b>Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc):</b>	

**Are you undertaking any course of study at present? (if so, please give details)**

**Do you have membership of any professional bodies? (if so, please give details, including any offices held)**

It is the Employer's policy to verify the qualifications of all successful job applicants, please provide a copy of your certificates along with this form.

**Supporting information (not required if via an agency):**

Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

<b>Other details</b>		
What is the notice required in your present post?		
Is your present post your sole regular employment?	Yes	No
Are there any restrictions on your right to work in the UK?	Yes	No
If yes, please state restrictions and the expiry date of any permissions.		
Do you have a full driving licence?	Yes	No
Do you have use of a car?	Yes	No
Where did you see the advertisement for the post?		
<b>Disabilities</b>		
<b>Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability?</b>	Yes	No
If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:		



**References (this information is not required if you have already filled out the BPSS paperwork):**

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer.

<b>1. Name:</b>	<b>2. Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email:</b>	<b>Email:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Time known:</b>	<b>Time known:</b>
<b>May references be taken up before interview?</b>  YES/NO	<b>May references be taken up before interview?</b>  YES/NO
<b>Data protection</b>	



Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy / policy on processing special category personal data and criminal records data. Information about how your data is used and the basis for processing your data is provided in our organisations Privacy Policy.

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct.

Employee's signature:

*Please return completed form to:*

Lisa Brown  
HR Business Partner  
McGEOCH Technology Limited  
86 Lower Tower Street  
Birmingham B19 3PA  
Email: [lisa.brown@mcgeoch.co.uk](mailto:lisa.brown@mcgeoch.co.uk)