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| **This form may be photocopied. Candidates may attach additional sheets to this form to support an application. Please read all instructions carefully. Answer all questions fully. Incomplete forms will be rejected.** | | | | | |
| **Personal Information** | | | | | |
| Surname |  | First Name | |  | |
| Address |  | | | | |
| Postcode |  | Date of Birth | | |  |
| Telephone |  | Email |  | | |

|  |  |
| --- | --- |
| Do you have a full clean driving licence? | Yes 🗆 No 🗆 |
| Do you have your own transport? | Yes 🗆 No 🗆 |
| Have you ever been convicted of a criminal offence? | Yes 🗆 No 🗆 |
| If you have answered ‘Yes’ to a criminal offence please give details. | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employment History (start with the most recent)** | | | | | | | |
| Current Salary | |  | Expected Salary |  | | | |
| Employer |  | | | From |  | To |  |
| Address |  | | | | | | |
| Duties and Responsibilities | | | | | | | |
| Reason for leaving | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Employer |  | From |  | To |  |
| Address |  | | | | |
| Duties and Responsibilities | | | | | |
| Reason for leaving | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Employer |  | From |  | To |  |
| Address |  | | | | |
| Duties and Responsibilities | | | | | |
| Reason for leaving | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Employer |  | From |  | To |  |
| Address |  | | | | |
| Duties and Responsibilities | | | | | |
| Reason for leaving | | | | | |

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| --- | --- | --- | --- |
| **Academic History (start with the most recent first)** | | | |
| School/College | | Dates | Achievements and Grades |
|  | |  |  |
| Vocational Qualifications |  | | |
| Professional Qualifications |  | | |
| Professional Memberships |  | | |

**Please complete the IT Skills Assessment form at this stage. This asks about your proficiency of particular skills and allows you to inform us of other sills you have that may be relevant.**

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| **Hobbies and Interest (please give details)** |
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| **Describe a situation where you worked as part of a team to achieve something.** |
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| **Describe a situation where you implemented change.** |
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| **Give an example where you overcame a difficulty/problem.** |
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| **Tell us why you have applied to Education and I.T. Ltd.** |
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| **Where do you see yourself in 5 years? What do you hope to achieve with Education and I.T. Ltd.?** |
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| **Please state what I.T. experience you have. Include operating systems and software packages.** |
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| --- |
| **Please provide a personal statement in your own handwriting. Be sure to include the points below. Write no more than 2 sides of A4.** |
| 1. How would you describe yourself? 2. What would you say are your strengths? 3. What would you say are your weaknesses? 4. Describe what methods you use to relax and unwind. 5. What do you enjoy the most? 6. Describe a global issue and suggest a solution. |

**Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer.**

**Please tick box if you do not wish your referees to be contacted until you have been notified** ❑

**Be aware when we contact referees we will request information on your attendance, sickness record and general work ethics.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Referee** | | | | | |
| Surname |  | First Name | |  | |
| Address |  | | | | |
| Postcode |  | Job Title | | |  |
| Telephone |  | Email |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Second Referee** | | | | | |
| Surname |  | First Name | |  | |
| Address |  | | | | |
| Postcode |  | Job Title | | |  |
| Telephone |  | Email |  | | |

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| **Declaration** | | | |
| *I hereby certify that to the best of my knowledge the details given in this form are correct. I understand that in the event of my being offered employment with Education & I.T. Ltd., any proven falsification, or concealment of any material fact in respect of my application may lead to Education & I.T. Ltd. withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced.* | | | |
| Signature |  | Date |  |

Once this form has been completed please mail it to:

**Human Resources Officer**

**Education & IT Ltd**

**Radio House**

**Aston Road North**

**Birmingham**

**B6 4DA**

We receive many applications and CV’s and cannot reply to everyone. Should your application be successful at the first stage you will be contacted with details of the second stage.

If you have not heard from us two weeks after the closing date you can assume that your application has not been successful. Unfortunately we would not be in a position to offer any feedback.

Best of luck!

**Human Resources Officer**