

Application for Employment

No applications will be considered unless this form is completed in full. You may send a copy of your CV to support your application if you wish; however, all information requested should be included on this form.

Coventry and Warwickshire Chamber of Commerce is an equal opportunities employer. Applicants for jobs will be treated fairly and with respect, irrespective of their colour, race, gender, marital status, religion, disability, sexual orientation, age or offence record. Please note that the Chamber operates a no smoking policy in its buildings.

- Please read carefully and complete every section.
- This form will be photocopied, please write clearly in black ink.

Personal data collected on this Application will only be used for recruitment purposes. Unsuccessful Applications will be held on file and may be reviewed for future vacancies within a 6-month period.

If you would prefer not to be considered for future vacancies, please tick here:

Position Applied For:	Ref No:	
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1. PERSONAL DETAILS

Title:	Tele	ephone Numbers:	
Surname:	Но	ome	
	Wa	ork	Extension
Forenames:		you have a full valid	
Address:	UK	driving licence?	Yes No
	Are	e you a car owner?	Yes No
	If y	vou are not a UK	
Postcode:		tional, do you have a id work Permit?	Yes No

2. EDUCATION - Secondary schools onwards:

Schools and Colleges attended	Dates Attended From To	Method of Study e.g. Full time, part time, open learning	Subject studied	Level	Grade / Result



3. VOCATIONAL TRAINING – Include apprenticeships, professional and technical studies, company training courses, evening courses:

Schools and Colleges attended	Dates Attended From To	Type of training, certificates awarded

4. IT SKILLS – Please indicate with a tick level of skill, eg. None, Basic, Intermediate, Advanced:

	None	Basic	Int.	Adv.		None	Basic	Int.	Adv.
Word Processing					Desk Top Publishing				
Spread Sheets					Networks				
Databases					Other				

5. LANGUAGES – Please indicate with a tick key level of fluency, eg. Basic, Intermediate, Fluent:

	Spoken				Written			
Language	Basic	Int.	Fluent	Basic	Int.	Fluent		

6. COMMUNITY INVOLVEMENT – Please indicate any involvement within community eg. school/ college governor, charities/voluntary organisations etc:

7. MEMBERSHIP – of institutes, professional bodies etc relevant to the position applied for:



8. WORK EXPERIENCE – Current or last employer first: (*please continue on separate sheet if necessary*)

Name and location of employer and nature of business	Job title, brief outline of main tasks and responsibilities and reason(s) for leaving	Dates Attended From To	Final salary and benefits





10. REFERENCES – (Please see declaration at section 11)

Name and address of current or most recent employer	Name and address of previous employer
Period of notice:	

11. DECLARATION

I confirm that all of the information given in this application is correct, and I understand that a false declaration could lead to dismissal.

I authorise the company to take up such references as they deem desirable, on condition that no reference will be made to my current employer unless I have accepted an offer of employment or otherwise given prior permission.

12. FOR OFFICE USE ONLY	
Closing Date:	Date Received:
Short listed: Yes No	Date/Time of Interview:
Other Comments:	

This form should be returned to: **The HR Department, Coventry & Warwickshire Chamber of Commerce, Chamber House, Unit 8 & 9 Innovation Village, Cheetah Road, COVENTRY CV1 2TL** Telephone: 024 7665 4321, Fax: 024 7645 0242. Please mark all correspondence '**Private and Confidential**'.