



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:

1. PERSONAL DETAILS

Title:

Surname:

Forenames:

Address:

Postcode:

Telephone Numbers:

Home

Work

Extension

Do you have a full valid UK driving licence?

Yes No

Are you a car owner?

Yes No

If you are not a UK National, do you have a valid work Permit?

Yes No

2. EDUCATION – Secondary schools onwards:

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



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

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

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk Top Publishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Language	Spoken			Written		
	Basic	Int.	Fluent	Basic	Int.	Fluent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
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9. PERSONAL DETAILS – Please describe briefly the reasons why you feel your qualifications, experience and personal qualities make you a suitable candidate for the position you have applied for: *(please continue on separate sheet if necessary)*

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.

Signature: _____ Date: _____

12. FOR OFFICE USE ONLY

Closing Date: _____ Date Received: _____

Short listed: Yes No Date/Time of Interview: _____

Other Comments: