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| **CONFIDENTIAL**  The information you provide on page 1 of this form will be retained by the Human Resources Unit and will not be sent to the short listing panel.  Please refer to “Advice for Applicants” guidance notes for help with completion of this form. | **Human Resources**  Crescent Purchasing Ltd  Technology House,  Lissadel St, Salford M6 6AP  Telephone: 0161 295 5354  Fax: 0161 295 5599  Website: www.thecpc.ac.uk |

Please complete **ALL** sections of this form in **black ink** or typescript and return it to the Human Resources Unit.

***PLEASE NOTE CV’s WILL NOT BE ACCEPTED***



**APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| **1. POST APPLIED FOR** |
| **Post Title: Ref: N/A** |

|  |  |  |  |  |  |  |  |  |  |
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| **2. PERSONAL DETAILS** | | | | | | | | | |
| **Title** | Mr | | Mrs | Miss | | Ms | | **National Insurance No:** |  |
| Please confirm that you can produce documentation to prove that you are entitled to reside and work in the United Kingdom. E.G. a passport, residence/ work permit? YesNo | | | | | | | | | |
| **Surname** | |  | | | **Forenames** | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Address for Correspondence:** | | | | | | | | | |
|  | | | | | | | | | |
| **Post Code:** | | | | | | | | | |
| **How long have you been at this address?** | | | **Years:** | | | **Months**: | |  | |
|  | | | | | | | | | |
| **Do you have a driving licence?** | | Yes No | | | **Do you have your own vehicle?** | | | | YesNo |
|  | | | | | | | | | |
| **Home Tel No.** |  | | | **Mobile No.** | | |  | | |
| **Work Tel** |  | | | **Email Address** | | |  | | |
| ***Page 1 of this form will be retained by the Human Resource Unit and will not be sent to the short listing panel.*** | | | | | | | | | |

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| **7. QUALIFICATIONS and TRAINING** | | |
| Name of School, College, University etc. | Qualification Obtained | Grade |
|  |  |  |
| Membership of Professional Bodies | Status | |
|  |  | |
| Details of Any Relevant Training Courses | | |
|  | | |

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| **8. PRESENT OR MOST RECENT EMPLOYMENT** | |
| Job Title: | Date Appointed: |
| Employer: | Date Left (if applicable) & Reason: |
| Address: | What is Your Period of Notice? |
|  | Current Salary and Benefits: |
| Describe the Main Duties/Responsibilities of Your Present/Most Recent Job: | |
|  | |

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| --- | --- | --- | --- | --- | --- |
| **9. PREVIOUS EMPLOYMENT (MOST RECENT FIRST)** | | | | | |
| Dates | | Employer | Position Held | Brief Outline of Duties | Reason For Leaving |
| From | To |  |  |  |  |

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| **10. SUPPORTING INFORMATION** |
| Please outline your relevant experience, specialist knowledge and skills, and any additional factors that relate to specific areas in the job person specification. Please let us know the reasons why you are applying for the post. Please tell us about any interests or hobbies which you consider relevant. |

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| **Specialist Knowledge & Skills**  Please show that you have the knowledge and skills asked for in the job person specification gained either through work, education, home or voluntary activities. |
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| **10. SUPPORTING INFORMATION (continued)** |
| **Experience**  Please show that you have the experience asked for in the job person specification gained either through work, education, home or voluntary activities. |
|  |
| **Additional Factors**  Please show that you have the additional factors asked for in the job person specification gained either through work, education, home or voluntary activities. |
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| **11. REFERENCES** | |
| Please give details of two referees. One must be your most recent employer. **References will not be accepted from relatives or from people writing solely in the capacity of friends.** | |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
|  |  |
| Position: | Position: |
| Relationship to you (i.e. Manager): | Relationship to you (i.e. Manager): |
| Email Address: | Email Address: |
| Tel. No: | Tel. No: |
| May We Contact Them Prior To Interview?  **Yes**  **No** | May We Contact Them Prior To Interview?  **Yes**  **No** |

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| **12. INTERVIEW** |
| Are there any dates when you will not be available for interview? |

|  |  |
| --- | --- |
| **13. SIGNATURE** | |
| Signature of this application form indicates that you have read the job description and/or any other information issued to you relating to the vacancy and that you can comply with its requirements. You also certify that the information that you have given on this application form is accurate and you understand that any false information may, in the event of employment, result in dismissal or disciplinary action being taken against you. Submission of this form by e-mail constitutes certification of accurate information. | |
| Signature: | Date: |
| ***Completed application forms should be returned to:***  ***Human Resources, Crescent Purchasing Ltd, Technology House, Lissadel Street, Salford M6 6AP*** | |

**Data Protection**: Please note that the details you provide on this application form will be entered onto the CP Ltd computer system and will be held within a manual filing system. Information provided is subject to the Data Protection Act 1998 and may be shared with selected third parties, for example our external payroll provider, currently Leeds College of Building.

If you are successful in your application for employment with Crescent Purchasing Ltd, the offer will be subject to verification of qualifications, medical clearance, identification checks including confirmation of right to work status and receipt of satisfactory references, as appropriate.