



www.humberbridge.co.uk

Application for employment

Please complete all sections of this form in dark ink or type, deleting as necessary. If any space is inadequate please use a supplementary sheet and attach to this form. Canvassing in any form will disqualify.

Office Use	
Applicant Reference Number:	
Application Outcome:	

Job Details

Job applied for:

Personal Details

Last name: **Title:** Mr Mrs Miss Ms

First Name: **Other:** (please give details)

Address: **Home phone number:**

..... **Work phone number:**

..... **Mobile phone number:**

Postcode: **E-mail address:**

Do you hold a current Driving Licence? Yes No

Do you have any Driving Licence Endorsements? Yes No

If yes, please provide details:

.....

If you are currently working, how much notice are you required to give your employer?

Number of days absence through illness / injury in the last two years:

Employment

Current Employment

Name & Address of Employer	Job Title	From	To	Salary	Reason for Leaving

Please give details of your main duties and responsibilities in your present or most recent job

Employment (Continued)**Previous Employment**

Please state all previous employment (give brief explanation of any periods of unemployment)

Name & Address of Employer	Job Title	From	To	Salary	Brief Job Details

Education & Qualifications (Please use extra sheets if necessary)

School, College & University Education

From	To	Course or Qualifications	Grade

Professional and Technical organisations you are a member of (if applicable)

Organisation	Registration Type and Status	Registration Number	Renewal Date

Other Training

Course Title	Date	Qualification (if appropriate)

References

If you have worked before or are currently working, one of your referees must be your present or last employer

<p><u>Referee 1</u></p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Phone Number:</p> <p>Type of reference:</p> <p>Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/></p>	<p><u>Referee 2</u></p> <p>Name:</p> <p>Position:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Phone Number:</p> <p>Type of reference:</p> <p>Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/></p>
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Can we contact your referees before your interview?

Referee 1 YES NO

Referee 2 YES NO

Additional Information

Do you need a permit to work in the United Kingdom? YES NO

Are you being paid an occupational pension? YES NO

If 'Yes', what type?

Local Government Pension Scheme

Teacher

Other public service

Private

Criminal Convictions

Criminal records are only taken into account when the conviction is relevant. Do not disclose convictions, which are spent under the Rehabilitation of Offenders Act 1974. An 'unspent' conviction will not necessarily bar you from employment as this will depend on the circumstances and background to your offence(s).

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent? YES NO

If 'Yes', please give details:

Declaration

Are you related to any councillor or senior employee of the Board? YES NO

If 'Yes', please give details below.

Name: Relationship:

Job Title:

The Humber Bridge Board is an equal opportunities employer. Full and fair consideration will be given to all applicants regardless of disability, age, race, sex or marital status.

The Board fully supports and encourages membership of an appropriate Trade Union.

The Data Protection Act 1998

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I am aware, the information I have given is true and correct. I understand that if I have made any false or misleading statements or withheld any relevant information, it may result in disciplinary action including dismissal.

Your Signature: Date:

Personal Statement (Please use extra sheets if necessary)

Explain why you think your qualifications, experience and personal qualities make you a suitable candidate for this position

Empty box for personal statement.

Interests (Hobbies, Sports, Pastimes etc.)

Empty box for interests.

When completed this form should be returned to:

**Humber Bridge Board
 Ferriby Road
 Hessle
 East Yorkshire
 HU13 0JG**

OFFICE USE ONLY

SHORTLISTED?	INTERVIEWED?	APPOINTED?	COMMENTS
Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', reason <hr/> Initial	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', reason <hr/> Initial	Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', reason <hr/> Initial	

Reason: (A) Not met essential criteria (B) Not met desirable criteria (C) Q&E not relevant
 (D) Q&E insufficient (E) Application Standard (F) Application Late
 (G) Interview Performance (X) Other



This page must be completed in full. It will not be seen by the short-listing panel and will not be used to make decisions on who to recruit. The page will be detached from the rest of the document and will be used purely for monitoring purposes. Information given will be treated in the strictest confidence.

Do you consider yourself to be disabled?

Yes No

If 'Yes', please tell us if you have any special needs either to carry out the duties of the job or if we shortlist you for an interview.

Are you: Female Male

Are you: Single Married

Other
Please specify

What is your date of birth?

What is your age group?

16-19 20-24 25-29
 30-34 35-39 40-44
 45-49 50-54 55-59
 60-64 65+

How would you describe your Ethnic Origin?

A Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian (please specify)

.....

D Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background (please specify)

.....

B Black or Black British

Caribbean

African

Any other black background (please specify)

.....

E White

British

Irish

Other white background (please specify)

.....

C Chinese or other Ethnic Group

Chinese

Other (please specify)

.....

Where did you learn about this job?

Office Use	
Applicant Reference Number:	
Application Outcome:	