

APPLICATION FORM



BH LIVE

Personal Details

PLEASE COMPLETE IN BLACK INK OR TYPE.

BH Live Trust will seek to ensure that all employees are given equal opportunities. We are committed to the elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

VACANCY DETAILS

Job title

Post Number

Venue

How did you hear about this vacancy?

PERSONAL DETAILS

Surname

Forenames

Address

Preferred title

Daytime phone no.

Evening phone no.

Mobile phone no.

Postcode

Email

Date of Birth

NATIONAL INSURANCE NUMBER

ELIGIBILITY TO WORK IN THE UK?

Do you have permission to work in the UK?

Yes

No

If you are not a British National or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

If you consider that the provisions of the Disability Discrimination Act 1995 apply to you please tick the box.

If you require assistance at any stage of the process please contact the Appointing Officer or the Recruitment Team, or provide details below. Further details about how to contact us can be found in 'Your Application and Our Recruitment Process' Guide.

REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s)/ Head Teacher or a suitable professional. It is our policy to contact referees prior to interview. If you wish to be contacted prior to your references being taken up, please tick the box.

PRESENT (MOST RECENT) EMPLOYER

Name
Capacity known to you
Organisation
Address

PREVIOUS EMPLOYER

Name
Capacity known to you
Organisation
Address

Telephone no.

E-mail

Telephone no.

E-mail

BH Live will seek from referees, details of the number of days sickness absence (not reasons) in the last 3 years, along with details of any disciplinary action which may have been taken against you.

You are deemed to be satisfied for us to seek these details and information by signing this application form or submitting it via our on-line process.

CRIMINAL RECORD CHECKING

Are you registered with the Independent Safeguarding Authority? Yes No

If so, please state your ISA reference number:

Who are you registered to work with: Adults Children Both

Do you give us permission to validate your registration by using your ISA number, where the role requires a Criminal Record Check?

Yes No

BH LIVE

Employment History

CURRENT/ MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

Employer's name and address

Your job title

Grade

Current salary

Date appointed

Notice period

Main duties

Reason for leaving

May we contact you at work if necessary?

Yes

No

Contact number



PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of BH Live. (This will only be done in specific circumstances - please refer to the References section of 'Your Application and Our Recruitment Process' booklet).

Employer's name and address (Most recent first)	Job title and brief description of duties	Date from / to	Reason for leaving	✓

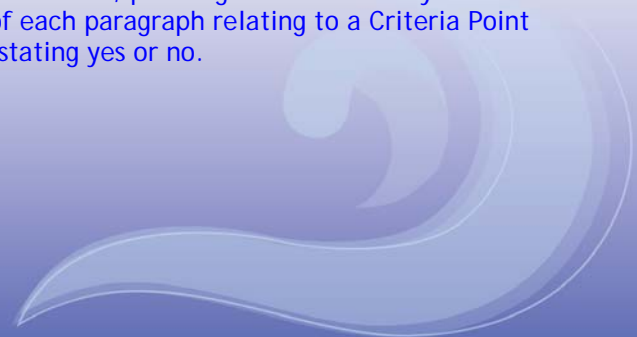
Please continue on a separate sheet if require

BH LIVE

Supporting Statement

SUPPORTING STATEMENT

Please use the space below to tell us how you feel you meet the criteria outlined in the **Person Specification**. Please set out your statement as follows:

- In the order that each Criteria point appears on the Person Specification, please give details of any relevant skills, experience or training that you have. At the beginning of each paragraph relating to a Criteria Point you should indicate whether you feel you meet the Criteria by stating yes or no.
- 

EXAMPLE

Essential Criteria Item 1 = Minimum of one year's administrative experience.

Your response might be:

1. Yes. I have worked as a Clerical Assistant for an Insurance company for the last 5 years. My experience includes ...

- Next, using the same format provide details on how you think you meet the Desirable Criteria of the Person Specification.
- Finally, in a separate paragraph headed 'Additional Information', please include any other detail that you feel is relevant to your application.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

If additional space is required, please continue on a separate sheet, making clear which Criteria on the Person Specification it relates to.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the criteria. The box occupies most of the lower half of the page.

EDUCATION/ QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

Dates	Names of school/ college/ university/ awarding body/ grade of membership	Qualification obtained including grade and level (If shortlisted, you will be required to provide proof of any relevant qualifications and memberships)

OTHER TRAINING/ SHORT COURSES

Dates	Course title and duration

Please continue on a separate sheet if required

Are you related to, or well known to a Trustee or a senior member of BH Live?

If 'yes' please provide: Name -

Relationship -

All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Trustee to use their influence to help you get a job.



AVAILABILITY TO WORK

Day	Earliest available start time	Latest available start time	Day	Earliest available start time	Latest available start time
Monday			Saturday		
Tuesday			Sunday		
Wednesday			Any Other Information you wish to supply regarding availability:		
Thursday					
Friday					

If you are selected for interview how would you like to be contacted?

Email

Letter

**DATA PROTECTION LEGISLATION**

The information you have provided will be held in accordance with the Data Protection Act 1998

IF YOU HAVE NOT HEARD FROM US THREE WEEKS AFTER THE CLOSING DATE, YOU MAY ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL ON THIS OCCASION.

CERTIFICATION OF INFORMATION

I declare that the information that I have provided on this application form is full, accurate and complete and I understand that if I provide false information or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory references, medical assessment and a Criminal Record Check, where applicable.

Signature

Date

Please return your completed application, marked 'private and confidential' to:

BH Live
Human Resources
Bournemouth International Centre
Exeter Road
Bournemouth
Dorset
BH2 5BH

Thank you for your application



