

JOB APPLICATION FORM

This form has been designed to tell us all we need to know about you at this stage.
Please complete the form in black ink and block capitals.

PERSONAL INFORMATION

Post applied for:	
Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Address for communications:	
Daytime telephone number:	
Are you subject to immigration control?	YES / NO
Are you free to take up employment in the UK?	YES / NO
As at the date of this application, are you aged over 64½?	YES / NO
Do you have a full UK driving licence?	YES / NO
Dates you are not available for interview	

EDUCATION

1. From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained and Date

2. Postgraduate education or study or any other professional qualifications

Establishment	Qualifications gained and Date

3. Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Description of duties and responsibilities, salary and reason for leaving

PROFESSIONAL QUALIFICATIONS

Please list here any professional qualifications gained (e.g. CCDP, CCVP, Prince Practitioner, ITIL, etc.) when you gained them and whether they are still valid.

Qualification	Date Gained	Date Expired or Due to Expire

OTHER INFORMATION

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, computer literacy, etc.)?

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Have you made a previous application to Infrastructure UK? If so, when was this and what was the outcome?

Please give details of your main extra-curricular activities, hobbies and interests.

Please use this space to say why you are interested in the post for which you have applied and mention anything else which may support your application.

If you are successful, when could you take up your post?

If you are disabled or suffer from an acute or chronic ill-health problem, please give details of any special arrangements you would require to enable you to attend the interview.

REFEREES

Please give details of two referees, one of whom must be a previous employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee	
Do you give us permission to contact these referees prior to interview?		YES / NO

DECLARATION

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed:

Date:

Please return this Application Form via

Email to: jobs@infrastructureuk.com

Or Post to: Infrastructure UK
1 Queen Square
Brighton
East Sussex
BN1 3FD

If you need to contact us regarding your application please email us at jobs@infrastructureuk.com or call us on 01273 258730.

Your details, as submitted by you, will only be used in conjunction with our job vacancies. By submitting this Application Form you give express consent to us using your details for this purpose.

EQUAL OPPORTUNITIES MONITORING FORM

In accordance with its Equal Opportunities Policy, Infrastructure UK will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

In order to ensure compliance with its Equal Opportunities Policy, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the short listing for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymous format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely by the Human Resources department for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

Name:	
Post applied for:	
Where did you see this post advertised:	

Age Group <i>Please tick as appropriate</i>	16-24	
	25-34	
	35-44	
	45-54	
	55-64	

Gender <i>Please tick as appropriate</i>	Female	
	Male	

Marital Status <i>Please tick as appropriate</i>	Married	
	Single	
	Co-habiting	
	Other (please specify)	

Dependents <i>Please tick as appropriate</i>	Yes	
	No	

Disabilities: <i>You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, mental, dietary, communicative, psychiatric, allergic or other impairment.</i> <i>Please tick as appropriate. If yes, please specify</i>	Yes	
	No	

Health: <i>Do you have any medical condition which could significantly affect your performance of the duties of the post for which you are applying?</i> <i>Please tick as appropriate. If yes, please specify</i>	Yes	
	No	
<i>Please indicate the number of days absent from work due to illness in the last 12 months, and reasons for illness:</i>		

Nationality & Ethnicity <i>Please specify</i>	Asian or Asian British (Indian, Pakistani, Bangladeshi, Chinese, Japanese, Korean or Other)	
	Black or Black British (Caribbean, African or Other)	
	Mixed Heritage (White & Black Caribbean, White & Black African, White & Asian or Other)	
	White (British, Irish, Scottish, Welsh, European or Other)	
	Other	

Permission to work in the UK <i>To the best of your knowledge, would you require a work permit?</i> <i>Please tick as appropriate</i>	Yes	
	No	

For the purposes of the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Infrastructure UK processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed:

Date:.....

Office Use Only	Reference Number allocated:	
	Processed By:	
	Created On / By:	14.06.2011 / RR