

JOB APPLICATION FORM – SECTION B

Job applied for: Business Development Officer

Please take care when completing the application form and refer to the **Guidance Notes** as the decision to shortlist for interview will be based entirely on the information you provide

SUPPLEMENTARY INFORMATION

(Please type or use printed handwriting to ensure the information can be read easily).

Do you hold a full valid current driving licence?	Yes	No
Under the Working Time Regulations 1998, the Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern.		

CURRENT / MOST RECENT EMPLOYMENT

(if this is your first job, go straight to the section entitled Educational Qualifications obtained)

Name and address of current or most recent employer:	
Telephone number of your employer:	
Job Title:	
Date Appointed:	
Notice required to leave:	
Date left last job (if applicable):	
Present Salary:	
Other payments, allowances:	
Reason for leaving:	

Your current **Key** duties and responsibilities:

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EMPLOYMENT HISTORY

Starting with your most recent appointment and working backwards, ensure all periods of time are accounted for, and any gaps in employment explained, for example unemployment, voluntary work, travel etc. You may attach an additional sheet if required. Please ensure there are no gaps in the history of your employment and other experience.

Dates - from DD/MM/YYYY	Dates - to DD/MM/YYYY	Name and address of Employer	Job Title and Brief description of duties	Salary and reason for leaving

Please continue on a separate sheet if necessary and attach to application file.

EDUCATIONAL QUALIFICATIONS OBTAINED

If the job applied for requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted for interview.

Relevant Qualifications (e.g. CSE, GCSE, 'O' / 'A' level, NVQ, Degree, professional or equivalent)	Subject (e.g.English, Mathematics, Business Administration, Law)	Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass)	Office use only Certificates Checked

OTHER TRAINING AND DEVELOPMENT: Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned. (see Job Description and Person Specification)

Title and brief description of course/qualification	Date DD/MM/YYYY

MEMBERSHIP OF PROFESSIONAL BODIES (if applicable):

Institute or Association	Level of Membership	Membership Number	How Obtained (eg election or qualification)	Date obtained DD/MM/YYYY

YOUR REASONS FOR APPLYING FOR THIS JOB (applicable to ALL applicants)

Please state the reasons why you are applying for this job. This is an important part of your application and we strongly advise you to use this opportunity to explain your suitability for the job. All information is used to draw up a shortlist and is directly related to the fair assessment of your application. If you do not provide sufficient evidence on these points, your application may be rejected.

In your application pack, you have been given a Job Description and Person Specification which identifies the essential and desirable experience and knowledge required for the job. Please provide examples and evidence of your experience and abilities which relate directly to the job being applied for.

Finally, if your application form is received electronically without your signature, and you are asked to attend for interview, you will be asked to sign the form at a later date, but in the meantime, please indicate your declaration that the information is correct by ticking the box below.

I declare that to the best of my knowledge all the information on forms A and B, and any additional material supplied, is correct and that it may be used for purposes identified by the Council under Data Protection laws. I understand that the withholding of relevant information or providing any false or misleading statement could result in the application being rejected or summary dismissal if appointed and possible referral to the police.

Yes. The information and any additional material supplied in support of my application is correct. (please tick box).

Signature:		Date:	
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