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| ukces-logo**UKCES**  **Job Application Form** |

**Instructions**

Thank you for considering job opportunities with the UK Commission. Please complete all sections on this form and return to [hr.team@ukces.org.uk](mailto:hr.team@ukces.org.uk) . Please feel free to contact [hr.team@ukces.org.uk](mailto:hr.team@ukces.org.uk) should you have any questions.

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| **1. PERSONAL DETAILS**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Surname: | |  | | | Initials: |  | | Former surnames if different: | |  | | | Preferred Name or Title (Optional): |  | | Address: | | | | | Tel No (home): |  | | Tel No (mobile): |  | |  | | | <Post Code> | | Fax No: |  | | E-Mail address: | | |  | | Nat. Insurance No: |  | | Nationality: |  | | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | Do you need a work permit to be employed in the UK? | | | Yes  No | If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post.) | | | | Where did you learn of the post? | | | |  | | | |

**2. ROLE DETAILS**

Please indicate the role applied for, and if more than one role please indicate each role:

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| **Role** | Please put an X next to the role or roles |
| Senior Manager – Permanent |  |
| Senior Manager – Fixed term |  |
| Manager - Permanent |  |
| Manager – Fixed term |  |

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| **3. EDUCATION AND PROFESSIONAL QUALIFICATIONS**     |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name of institution (School / College / University/training provider) | Dates | | Subject / Examinations taken | Result / Grade Obtained | | From | To | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| |  | | --- | | Professional Qualifications and training; | |

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| **4. PRESENT POST**   |  |  |  |  | | --- | --- | --- | --- | | Title of Post: |  | Salary/Grade: |  | | Name of Employer: |  | Business of Employer: |  | | Address:  <Address 1>  <Address 2>  <Address 3>  <Post Code> | | Date Commenced: |  | | Date Ended (if applicable): |  | |  | |  |  | | Please outline your responsibilities: | | | | |

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| **5. PREVIOUS EMPLOYMENT**  (Please list most recent first. Use continuation sheet if necessary.)   |  |  |  |  | | --- | --- | --- | --- | | Title of Post: |  | Salary/Grade: |  | | Name of Employer: |  | Business of Employer: |  | | Address: | | Date Commenced: |  | | Date Ended: |  | | Reason for leaving: |  | | Please outline your responsibilities: | | | |  |  |  |  |  | | --- | --- | --- | --- | | Title of Post: |  | Salary/Grade: |  | | Name of Employer: |  | Business of Employer: |  | | Address: | | Date Commenced: |  | | Date Ended: |  | | Reason for leaving: |  | | Please outline your responsibilities: | | | |  |  |  |  |  | | --- | --- | --- | --- | | Title of Post: |  | Salary/Grade: |  | | Name of Employer: |  | Business of Employer: |  | | Address: | | Date Commenced: |  | | Date Ended: |  | | Reason for leaving: |  | | Please outline your responsibilities: | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6. OTHER INFORMATION**   |  |  | | --- | --- | | If selected for interview, do you require any special arrangements to be made? | Yes  No | | If “yes”, please give brief details; | | | | |
| **7. YOUR SKILLS, EXPERIENCE AND VALUE**  **In the space provided please indicate;**   1. **Why you have applied for this role?** 2. **What skills, knowledge and experience you bring?** 3. **How do you meet the role profile applied for?** 4. **Anything further that will aid your application.**   ***Please continue on a separate page if necessary*** |

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| **8. REFERENCES**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Referee 1 | | | | Referee 2 | | | | | | Title (Mr, Mrs etc): |  | | | Title (Mr, Mrs etc): |  | | | | | Full Name: |  | | | Full Name: |  | | | | | Job Title: |  | | | Job Title: |  | | | | | Organisation: |  | | | Organisation: |  | | | | | Address: | | | | Address: | | | | | |  | | | |  | | | | | |  | |  | |  | |  | | | | Tel No: |  | | | Tel No: |  | | | | | E-mail address: |  | | | E-mail address: |  | | | | | Fax No: |  | | | Fax No: |  | | | | | Please state if we may obtain this reference prior to interview. | | | Yes  No | Please state if we may obtain this reference prior to interview. | | | Yes  No | |

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| **9. DECLARATION**   |  |  |  |  | | --- | --- | --- | --- | | I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | | | | Signature: |  | Date: |  | | Name: |  |  | | | The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. | | | | |