



**The BADER INTERNATIONAL STUDY CENTRE
APPLICATION FOR EMPLOYMENT
Confidential**

EQUAL OPPORTUNITIES POLICY

The company is actively opposed to any form of less favourable treatment accorded to job applicants on the grounds of sex, age, race, creed, colour, nationality, ethnic or national origin, marital status, disability or sexual preference.

Position applied for:

Where did you see the advertisement for this position?

If employed, how much notice do you have to give?

PERSONAL INFORMATION

Mr/Mrs/Miss/Ms (delete as appropriate)

Surname:

First name:

Address:

Telephone number:

Date of Birth:

Age:

Nationality

Do you require a work permit?

Yes

No

National Insurance Number

Work Permits: A work permit is not required to employ a person who is a national of a country which is a member of the European Union (EU) or a national of another European Economic Area (EEA) country. In certain circumstances, it may not be necessary to obtain a work permit for a non – EU/EAA national, e.g. where permanent UK resident status has been granted by the Home Office or where the passport has been endorsed with a visa which places no restriction on employment in the UK. All successful applicants will have to provide proof of identity.

EDUCATION AND TRAINING

A C.V. would be acceptable rather than completing this section, however, you are required to fill out pages 1, 3, 4 and 5.

Secondary schools Attended	Date from to		Examinations taken and results

Colleges attended	Course and Subjects	Results

If you have completed a training scheme of any type, please give details:

PREVIOUS EMPLOYMENT

Name and Address of Employer	Job Title	Earnings	From	To	Reason for leaving
Present or most recent					

<p>Have you a current driving licence?</p> <p>Have you a car you can use for work?</p> <p>Please give details of any endorsements if applying for an occupation involving driving:</p>
<p>Are you prepared to work:</p> <p>Shifts? YES / NO Nights? YES / NO Evenings? YES / NO Weekends? YES / NO</p> <p style="text-align: center;">(delete as appropriate)</p>

MEDICAL HISTORY

Please give details of any illness, disease or infirmity that will materially affect your ability to do the job applied for. (In relevant cases, you may be asked further questions on this subject at an interview.)

Name of doctor:

Address:

Telephone number:

EMERGENCY CONTACT/NEXT OF KIN

Name:

Relationship to yourself:

Address:

Telephone number: (home)

(work)

Disclosure.

Disclosure is a process run by the Criminal Records Bureau to help organisations make more informed recruitment decisions about the suitability of those seeking to work in positions of trust, particularly for work including contact with children or other vulnerable members of society,

The job description supplied will confirm whether a Disclosure is required for the post for which you are applying. If a Disclosure is required a criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

More information on Disclosure can be found at www.disclosure.gov.uk

Please give the names and addresses of two persons for whom you have worked and from whom references can be obtained, one of which must be your present or most recent employer.

1.

2.

The details given on this application form are correct to the best of my knowledge and I understand that no contract exists between me and the Company until an offer of employment is conveyed to me in writing. Engagement is dependent upon the Company obtaining references which it considers to be satisfactory.

I give consent to the Bader International Study Centre to process this information and securely store the data for the duration of my employment.

Signature.....

Date.....

Complaints.

If you feel you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the Executive Director at the BISC.

OFFICIAL USE ONLY

Date of Interview:

Conducted by:

Comments: