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APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

CV may be attached to provide educational & employment details. All other sections should be completed on the form.

Post applied for:			Current / Last Salary:		
How did you hear about this job?			Salary Required:		
PERSONAL DETAILS					
Surname:			Title:		
Forename(s):			Nationality:		
Address:					
					Postcode:
Are you eligible to work permanently in the UK?			Do you have a current EU passport?		
Tel No (Home):			Mobile Phone:		
Tel No (Work):			E-mail:		
Date of birth:			National Insurance No:		
Do you have a current UK driving licence?			Give details of any endorsements:		
EDUCATION	O Level / GCSE or equivalent (please specify)		A Levels or equivalent (please specify)		
State School/College attended with dates:					
SECONDARY LEVEL EDUCATION Qualifications achieved stating subjects / grade / levels / dates:					
FURTHER, HIGHER AND/OR PROFESSIONAL EDUCATION if applicable (continue in training section below if necessary).					
	Highest Qualification:		Other Qualifications:		
State College/University attended with dates :					
Qualification / subject / grade:					
PRESENT OR MOST RECENT EMPLOYMENT					
Employer's name:				Tel No:	
Address:					
Position held (full time or part time) and outline of duties:					
Date commenced:				Salary:	
Date and reason(s) for leaving (if appropriate):					
Date available to start:					

FORMER EMPLOYMENT - Please list in chronological order, with most recent post first. Use separate sheet where necessary or attach CV.

Name, address & phone number of employer:			
Dates employed:		Salary:	
Position held and outline of duties:			
Reason for leaving:			
Name, address & phone number of employer:			
Dates employed:		Salary:	
Position held and outline of duties:			
Reason for leaving:			

ADDITIONAL INFORMATION – if you have insufficient space, please write on the back of the form.

Describe the relevant skills and experience you can bring to this post (include any IT skills):			
Leisure activities:			

TRAINING AND/OR ADDITIONAL QUALIFICATIONS

Any relevant training courses attended or additional qualifications (with dates) :	

REFERENCES	<p>Please give details of two referees (one of whom should be your present or last employer). A report from your present or most recent employer will be required but we shall not approach him/her without your permission.</p> <p>May we do so now? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Referee 1 (name, address & phone no):	
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Referee 2 (name, address & phone no):	
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HEALTH RECORD	<p>In the past 12 months, how many days sickness have you had:</p> <p>0 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 15 <input type="checkbox"/> 16 – 20 <input type="checkbox"/> 20 + <input type="checkbox"/></p> <p>If there is anything in your health record that you feel we should know about, please give details below:</p>
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CRIMINAL RECORD	<p>Have you ever been convicted of a criminal offence? If so, please give details of the offence and the sentence imposed. Convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 need not be mentioned.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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DECLARATION I declare that the information given is, to the best of my knowledge and belief, correct and complete.

(Warning: If you give any details which you know to be false, or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, dismissal).

If you are unsuccessful, may we keep this form on file so you can be considered for future vacancies?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Signature:		Date:	
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Office Use
References obtained (attach notes)