



# APPLICATION FOR EMPLOYMENT

Please complete in black ink or type

**POST APPLIED FOR:**

**CLOSING DATE:**

**PLEASE COMPLETE AND RETURN TO:**

*Erica Barnett*  
BITA Pathways  
201-206 Alcester Street  
Digbeth  
Birmingham B12 0NQ

Title (Mr/Mrs/Miss/Dr/etc)

.....

Surname

.....

First Name

.....

Address for further communication

.....

.....

.....

.....

Telephone Number

Home .....

Work.....

(the following are optional)

Mobile .....

Fax.....

e-mail.....

*Please note: Should you be offered and take up the job you will be subject to an enhanced Criminal Records Bureau check*

Do you hold a current driving licence?

YES / NO

Do you have access to a motor vehicle?

YES / NO

Do you have a disability you wish to declare?

YES / NO / Rather Not Say

Please set out briefly the nature of your disability (we may contact you for more information about this):

.....

.....  
If yes, do you believe that we need to make any reasonable adjustments to allow you to participate fairly in the selection process?

YES / NO

(If yes we will contact you to discuss this)

Do you believe we will need to make any reasonable adjustments to enable you to carry out the work outlined in the job description?

YES / NO

(If yes we will contact you to discuss this)

[Please circle appropriate answer]

BITA Pathways is the operating name of Birmingham Industrial Therapy Association Ltd (registered charity no: 244866) managing Warwick Training Centre and St Anne's Centre.

**School, College & Further Education**

Date attended	School / College	Subject	Date obtained	Grade /Level

**Higher Education**

Date attended	Awarding body / Educational Institute	Professional qualifications, diplomas, degrees etc	Date obtained	Grade /Level

**Other Relevant Training / Courses / Qualifications**

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<b>Present Employment</b>
Job Title
Salary & Benefits
Date Commenced
Employer's Name & Address
Please give details of duties and responsibilities

<b>Previous Employment – Please give most recent first</b>				
From	To	Name & Address of employer And nature of business	Job title	Reason for leaving

<b>Referees</b>	
Please provide the names of two persons from whom references can be obtained. One should be your present or most recent employer (school/college if a student).	
<b>Name [ ]</b>	<b>Name [ ]</b>
.....	.....
<b>Address</b>	<b>Address</b>
.....	.....
.....	.....
<b>Telephone</b>	<b>Telephone</b>
.....	.....
<b>In what capacity does this referee know you</b>	<b>In what capacity does this referee know you</b>
.....	.....
If you do not wish the referee to be contacted without your permission please mark an X in the box by their name	

**Relevant Experience / Additional Information**

Please use this space to explain your reasons for applying for this post, showing how your skills and experience relate to the requirements set out in the job description and person specification. Please use a continuation sheet if necessary.

**Have you ever been convicted of a criminal offence? Yes/No**

Please note this post involves working with vulnerable adults and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must disclose all convictions whether or not they are "spent". Declaration of a criminal offence will not necessarily stop you from being employed. Should you be offered and take up the job you will be subject to an enhanced Criminal Records Bureau check. Should that check reveal matters that you have not disclosed on this form then your failure to disclose may be viewed as gross misconduct and may lead to summary dismissal.

If Yes then please give the details below (continue on a separate sheet if necessary):

Offence	Name of Court	Date of Conviction	Sentence

- 1. I declare that the information I have given on this application form is true to the best of my knowledge and belief.
- 2. I understand that my application may be rejected and/or I may be dismissed if I have given false information or withheld relevant details.

Signature of applicant.....  
Name in block capitals.....  
Date.....