



JOB APPLICATION FORM

Please complete this accurately, giving us as many details as possible of your skills and experiences relating to this job application. Short listing will be based on the information gathering from the form, read in conjunction with the person specification. You will be advised on the outcome of your application in writing. If shortlisted, you will be required to provide proof of your right to work in the European Union.

Please ensure the finished form is returned by the closing date to the address given on the last page or emailed to recruitment@tradecouncil.org.

Please either type directly in this form using *Microsoft Word* or print out and complete the form in black ink and BLOCK CAPITALS. Do not attach CV's with this form.

GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

POSITION APPLIED FOR

Job Title

Location / Division / Attraction

Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title:	Surname:	First name:

Home address:

POST CODE:

Telephone nos: Please include full STD code

Home:

Work:

Mobile (where possible):

Email address (where possible):

Do you hold a current driving licence?

Yes/No

Are there any restrictions regarding your employment? e.g. Visa / Work Permit required? <i>*If shortlisted, you will be asked to provide proof of your right to work in the UK</i>	Yes*/No <i>*If you answer Yes please supply details on a separate sheet of Paper</i>
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How much notice do you need to give to your current employer?

2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities to your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience/Skills*

1. Current/most recent employer/organisation			
Name:			
Address:			
Job Title:	From:	To:	
Current or final salary:			
Brief description of duties:			
Reason for leaving/changing:			

2. Employer/organisation			
Name:			
Address:			
Job Title:	From:	To:	
Brief description of duties:			
Reason for leaving/changing:			

3. Employer/organisation			
Name:			
Address:			
Job Title:	From:	To:	
Brief description of duties:			
Reason for leaving/changing:			

4. Employer/organisation			
Name:			
Address:			
Job Title:	From:	To:	
Brief description of duties:			
Reason for leaving/changing:			

3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school/ college/ university/ training body	Subject studied	Qualification/ Level	Date gained

4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

Training Course	Date

5.1 EXPERIENCE / SKILLS / PERSONAL STATEMENT

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests, memberships, voluntary work or public service / duties you consider relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. If you are submitting this application electronically, please do not attach separate documents; please type in the box below.

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Tell us why you wish to work for the International Trade Council (no more than 150 words)

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6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:
Email:

2. Name:
Position:
Organisation:
Address:
Tel:
Email:

7. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details on a separate sheet.

8. *DECLARATION AND SIGNATURE*

The information supplied in this application form is accurate to the best of my knowledge.

.....
Signed

.....
Date

By signing and returning this application form you consent to the International Trade Council using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for taking the time to complete the form.

Please return your form to the address detailed on the advert or email to recruitment@tradecouncil.org