

Application for Employment

Please forward your application to: BCPC, 1 Trim Bridge, Bath BA1 1HD.

Before you return your application, please ensure:

- You have signed the declaration on the final page
- Any additional sheets include your full name

All applications are treated with the strictest confidence. Your data will be processed and stored in accordance with the Data Protection Act 2018. It will be shredded 6 months after the interview date.

PERSONAL DETAILS

(Please use black ink and block capitals as this form may be photocopied)

Post applied for:

Surname:	Forename(s):
Title: (Dr/Mr/Mrs/Miss/Ms)	
Permanent Address:	
Postcode:	
Telephone: (home):	Telephone (work): discretion will be used when contacting you. However, if you prefer not to be contacted at work, please do not complete this box.
Mobile:	Email:
Nationality at birth:	Present Nationality:

Are you subject to immigration control? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you free to take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Do you consider that you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give details:
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Do you require any special assistance for interviews? Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, please give details:
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<p>Do you or any close family member know any employee of BCPC?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If YES, please give details:</p>
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<p>Do you have any unspent criminal convictions held against you?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If YES, please give details on a separate sheet in a separate envelope marked 'P&C'</p>
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EDUCATIONAL & PROFESSIONAL QUALIFICATIONS (including any Psychotherapy or Counselling qualifications)

Name of School, University, College or other Institution	From	To	Level & Subject (e.g. GCSE English)	Result

<p>Membership of Professional Institutions and year of joining and registration number if applicable.</p>

CURRENT / MOST RECENT EMPLOYER (paid or unpaid)

Name & address of employer:	
Postcode:	

Job Title:	Dates of employment:
	From: To:

Current or final salary:	Period of notice required (if applicable):
£	

Reason for leaving or seeking other employment:

Please give a brief outline of your main responsibilities:

Please provide an outline of main job responsibilities in other roles over the last 5 years, if you held more than one role in that time.

PREVIOUS EMPLOYERS (paid or unpaid)

Please list all previous employers

Dates From & To	Organisation Name	Job Title	Reason for Leaving

SUPPORTING STATEMENT - Drawing on your own personal and work experience, education and training, outline how you satisfy the requirements of this job as set out in the Job Description/Person Specification. Give brief examples of how you meet each criterion in the specification. This section may be completed on a separate sheet and attached to your application form if preferred. Please ensure that this section is no more than 1,000 words in length.

Continue on a separate page if necessary. Please ensure that your full name appears on each additional sheet.

SOURCE

Please indicate how you became aware of this vacancy. Give more than one source if appropriate.

- BCPC website
- Indeed.com
- Reed.co.uk
- cv-library.co.uk
- Other

REFEREES

Please give details of two people, not related to you, who will provide an employment reference for you. One of these must be your present employer (or most recent employer if you are not currently employed). The other should be a referee who can express a professional opinion about your work and your ability to perform the job for which you are applying. Please note that current BCPC staff need only supply one professional referee.

Name:
Job Title:
Name of Organisation:
Address:
Postcode:
Tel:
Email:
May we contact them now? Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation/Relationship to you?

Name:
Job Title:
Name of Organisation:
Address:
Postcode:
Tel:
Email:
May we contact them now? Yes <input type="checkbox"/> No <input type="checkbox"/>
Occupation/Relationship to you?

DECLARATION

The details given on this application form are correct to the best of my knowledge. I understand that these details may be checked with my referees and that my application may be rejected if I withhold relevant details or provide false information.
I understand my referees may be contacted by phone.

SIGNATURE _____ **DATE** _____