

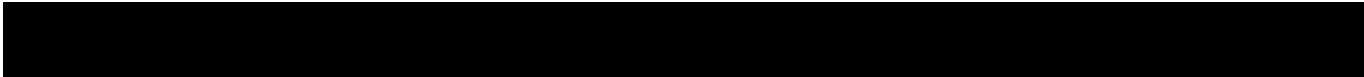


MOUNT BATTEN CENTRE
APPLICATION FORM

Post applied for: _____

Post reference number: _____

Where did you see this post advertised? _____



Surname:

Forename(s):

Title:

Address:

Postcode:

Tel. No: home:

Work:

Mobile:

Email address:

If this application is in respect of a post requiring CRB (Criminal Registration Bureau) registration or a professional vocational qualification, successful candidates will be required to produce registration and/or certificates prior to commencement of employment.

Any information given may be held on computer and therefore falls within the provision of the Data Protection Act.

Any information given will be completely confidential.

I understand that the appointment, if offered, will be subject to the information given on this form being correct

CVs will not be accepted as part of the application process.

Signed:

Date:

General education

School(s)/institutions (from age 11)

Subjects, qualifications and grades

Year obtained

Further education, including professional training and qualifications (gained, or in progress).

*Please mark with a * any qualification gained by examination*

Educational establishment

Subjects, qualifications and grades

Year obtained or in progress

Vocational qualifications

Name of organisation

Level and Date

Present employment *(no contact will be made without your agreement)*

Position held:

Name and address of employer:

Postcode:

Date appointed:

Present salary:

National Insurance number:

Notice required:

Date of leaving:

Reason for seeking new employment:

Employer's business

Brief description of duties

Past employment *(most recent first, last ten years only, include any breaks in employment)*

Please continue on a separate sheet, if necessary

Employer	Position held and principal duties	Dates from/to	Hours FT/PT	Reason for leaving
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Do you possess a current driving licence?

YES

NO

Have you ever been convicted of a criminal offence

YES

NO

If yes, please say why and when:

Details of any commitment you have to Reserve Forces of the Crown:

Do you need a work permit to work in the UK: YES

NO

Personal statement in support of your application

Short listing and selection will be based on the criteria set out in the person specification. Please demonstrate how you satisfy each point, drawing on your personal and work experience, education and training.

Please continue on an additional sheet, if necessary.

References

Please give below names and addresses of two referees. If possible, both people should be employers or people who have supervised your work, one of whom **MUST** be either your present or previous employer. Do not use two referees from the same organisation.

1. Name:

Position held:

Address:

Postcode:

Tel. no: work:

mobile:

Email address:

Relationship:

2. Name:

Position held:

Address:

Postcode:

Tel. no: work:

mobile:

Email address:

Relationship:

N.B. Names of friends and relatives MAY NOT be submitted for references

Form can be scanned and sent via email to: ps@mount-batten-centre.com

or by post to: **Personnel & Development**
Mount Batten Sailing and Watersports Centre
70 Lawrence Road, Plymouth, PL9 9SJ

All personal details will be removed prior to short listing

We are unable to acknowledge receipt of your application.
All successful applicants will be notified of their interview in writing.

We are committed to equal opportunities and flexible working

Equal opportunities

All information given in this portion will be treated in confidence and will not form part of the appointment process. The information on this sheet will be separated from your application as soon as it is received.

The Mount Batten Centre aims to be an equal opportunity employer. To help us achieve this we would be grateful if you could answer the following questions.

1. Sex: Male Female
2. Date of birth
3. Marital status (tick box): Married or single with equivalent responsibilities Widowed
 Single Divorced
4. Have you any dependants? Yes No
5. Nationality:
6. How would you describe your ethnic origin?

White

- A** British
- B** Irish
- C** Any other white background

Mixed

- D** White and black Caribbean
- E** White and black African
- F** White and Asian
- G** Any other mixed background

Asian or Asian British

- H** Indian
- J** Pakistani
- K** Bangladeshi
- L** Any other Asian background

Black or black English

- M** Caribbean
- N** African
- P** Any other black background

Other ethnic groups

- R** Chinese
- S** Any other ethnic groups
- Z** Not stated

7. Do you consider yourself as having a disability? Yes No

If yes, please describe the nature of your disability/impairment in relation to the person specification:

8. Do you have a medical or physical condition which may require specific consideration at interview or in employment? Yes No

If yes, please give details:

This information is sought under the Disability Discrimination Act 1995 and enables the Mount Batten Centre to ensure compliance with the Act and its own internal equal opportunities policy.