

Job Ref No	
Applicant Ref No	

Application Form

Notes to Applicants:

- Completed application forms must be returned by **e-mail** to recruitment@harpandcrown.co.uk no later than **5pm on Monday 21st August 2023**
- Attach additional pages only if you require more space. Please note that CVs and cover letters will not be accepted.
- Please do **not** alter the formatting of the application form.

Position Applied for:	Business Support Assistant
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1 Personal Details

Title: (e.g. Mr / Mrs / Ms / Miss / Dr etc.) Surname:	Postal Address: Postcode:
Forename(s):	
Email address:	
Home Telephone No: Daytime Telephone No: Mobile No:	
Do you need a work permit to take up employment in the UK? Yes/ No	Do you hold a current driving licence & have access to a car for work purposes? Yes/ No

2

Education

(details of schools attended, examinations passed etc.)

From	To	Type of School (e.g. grammar, secondary, college etc.)	Examinations Taken & Grades Attained

From	To	College/University	Course Title and Grade Attained

3 Management / Technical / Postgraduate Attainments

Please list below any additional relevant training courses you have completed.

4 Current Employment

Name & address of employer	Nature of business
Are you currently employed by this organisation? Yes / No	Reason for leaving
Title of appointment	Date Appointed From: To:
Current Basic Salary	Pension Terms, Benefits (car etc.)

Please outline your present responsibilities, in bullet form, stating to whom you are responsible and who is responsible to you (if applicable). Continue on an additional sheet if necessary

5 Relevant Skills & experience

Please set out further information which you think should be taken into account, outlining clearly in **bullet point form**, what are the key aspects of your career which you feel qualify you for this post as specified in the essential and desirable criteria of the job specification (add additional sheets if necessary).

6 Employment History

(Please record previous occupational experience, starting with most recent. Add additional sheets if required)

From Month Year		To Month Year		Name of Employer Nature of Business	Job Title Main Duties	Salary

7 Additional Information

IT Skills
(Please indicate your level of competence in IT. Indicate the names of any applications, software or programming language with which you are familiar)
Leisure interests / hobbies / associations / public posts etc.

Do have a clean driving licence & access to a car?	YES / NO
Have you within the past three years had an illness or accident that has caused you to be off work for four weeks or more?	YES / NO
Please give detail of any convictions you have. You need not include motoring convictions unless your driving licence has a current endorsement as a result, and you need not include convictions which are “spent” under the Rehabilitation of Offenders (NI) Order Do you understand that this role is subject to CTC security vetting if appointed and any offer of employment may be withdrawn if not obtained?	

8 Referees

Please list the names and addresses of two people who could act as referees, one of whom should be your current employer, another of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

Please note that a present / most recent employer's reference will be required if we are considering you for an appointment following interview.

May we approach your present / most recent employer for a reference if we are considering you for an appointment?

Yes

No

Name:	Name:
Organisation:	Organisation:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:
Email Address:	Email Address:
Relationship to Referee:	Relationship to Referee:

Declaration:

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to an offer or contract of employment being withdrawn.

Signed: _____ Date: _____

Where did you hear about this role? (Please add Y where appropriate)

Word of Mouth		NIJobs.com		LinkedIn		Twitter		Facebook		Instagram		Other (Please state):
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Note: A candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.