

Job Ref No

STM120

(HR039) Application Form

SECTION 1 - PERSONAL INFORMATION

Position Applied for:	Closing date for application:
Title: (e.g. Mr/Mrs/Ms/Miss/Dr/other) Surname:	Forename(s):
Address including postcode:	Email address:
Home Telephone No: Daytime Telephone No: Mobile No:	Asylum and Immigration Act 1996 The Asylum and Immigration Act 1996 requires organisations to confirm that applicants are eligible to work in the UK. It is a requirement by law that before we can appoint any new employee, applicants may be required to provide documentary evidence of their eligibility to reside and work in the United Kingdom. Any offers will be subject to verification of documentation. Are you eligible to work in the UK? Please circle below. Yes No

SECTION 2

This section asks you to demonstrate fully how you meet the essential and desirable criteria for this role as specified in the personnel specification.

Please note that short-listing will be based on the information you supply in this section and a CV.
Therefore, it is important that you complete section 2 fully and accurately.

If you are relying on qualifications that are not identical to but equivalent to those stipulated, it is your responsibility to provide evidence as to how your qualifications meet the required standard. If equivalence is not immediately clear to the panel, no enquiries will be made by the panel and your application will not proceed as a result.

ELIGIBILITY CRITERIA

Please demonstrate that you have achieved the essential experience for this post as detailed on the Advert. Include your current role and responsibilities.

Please demonstrate the skills that you could bring to this role:

List any relevant training courses completed:

3. Referees

Please list the names and full addresses of two people who could act as referees, one of whom must be

your current/most recent employer, or someone to whom you report to either in your current employment or to whom you reported in your most recent employment.
Referees will not be contacted until a provisional offer is made.

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

Yes _____ No _____

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

What is the notice period you have to give to your current employer?

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: _____

Note: A candidate found to have given false information or willfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

Please return completed form along with CV via email by the closing date at 12 noon to hr@selective-travel.co.uk

LATE APPLICATIONS WILL NOT BE ACCEPTED

Selective Travel Management are an equal opportunity employer