

Job Ref No	BC100
Applicant Ref No	

### Application Form

Completed signed application forms must be returned via email to [hr@selective-travel.co.uk](mailto:hr@selective-travel.co.uk) along with your current CV.

Attach additional pages only if you require more space.

#### **SECTION 1 - PERSONAL INFORMATION**

<b>Position Applied for:</b>	<b>Closing date for application:</b>
<b>Title:</b> (e.g. Mr/Mrs/Ms/Miss/Dr/other)  <b>Surname:</b>	<b>Forename(s):</b>
<b>Address including postcode:</b>	<b>Email address:</b>
<b>Home Telephone No:</b>  <b>Daytime Telephone No:</b>  <b>Mobile No:</b>	<b><u>Asylum and Immigration Act 1996</u></b> 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.  <b>Are you eligible to work in the UK?</b> <b>Please circle below.</b>  Yes  No
<b><u>Criminal Record</u></b> 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. You need not include convictions which are "spent" under the Rehabilitation of Offenders (NI) Order or the Rehabilitation of Offenders Act.	<b><u>Criminal Record</u></b>  YES/ NO  If yes, please give details:
<b>Do you have any proceedings pending?</b>	<b>YES / NO</b>

## **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 solely on the information you supply in this section and 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. (Please include your start and end dates).**

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

**Please list below any Global Distribution System (GDS) training courses completed:**





**6. 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

<b>Name:</b>	<b>Name:</b>
<b>Organisation:</b>	<b>Organisation:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Relationship to Referee:</b>	<b>Relationship to Referee:</b>

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

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**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 wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

**Please return completed form along with CV and monitoring form via email to [hr@selective-travel.co.uk](mailto:hr@selective-travel.co.uk)**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**



