

**APPLICATION FOR EMPLOYMENT
PRIVATE AND CONFIDENTIAL**

Please return this form to :
BCRS Business Loans Limited
Technology Centre, Wolverhampton Science Park, Glaisher
Drive, Wolverhampton, WV10 9RU

Or email: enquiries@bcrs.org.uk or Fax: 01902 428030

Closing date for applications: 5th May 2017



Post Applied For: Business Development Manager

Surname/Family Name:

Forename(s):
(Underline name by which you want
to be known)

Title:

Address:

Postcode:

Date of Birth:

Email:

Home Telephone:

Work Telephone:
(may we contact you there? YES/NO)

Mobile:

**Do you have a full and current UK driving
licence?**

YES/NO

**Do you have any disability that may affect your
application? YES/NO**

If yes, please give details:

What is your current employment status?

Employed F/T YES/NO
Employed P/T YES/NO
Self Employed YES/NO
Unemployed YES/NO

**We ask this question to enable us to consider any
adjustments that we can make to our recruitment
procedures/arrangements to assist in your application**

EDUCATION, TRAINING AND DEVELOPMENT

Please list your Academic and relevant qualifications, and dates passed:

Date (month-year)

Qualification

(Continue on additional sheet if necessary)

RELEVANT OTHER PERSONAL AND PROFESSIONAL DEVELOPMENT

E.G. Conferences, work experience, research or training courses.

Date (month-year)

(continue on additional sheet if necessary)

PRESENT OR LAST EMPLOYMENT

Name and Address of Employer:	
Post Held:	Salary:
Date commenced (and left, if appropriate)	If you are currently employed, what notice period are you required to give? If appointed, when could you take up this post?
Please give a brief description of your duties and responsibilities:	

PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid and voluntary employment. For each job, detail dates of employment, employer, and duties undertaken, starting with the most recent first.

Employer	Duties Undertaken	Dates: From - To
(continue on additional sheet if necessary)		

OTHER RELEVANT SKILLS/EXPERIENCE GAINED OUTSIDE EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position

CRIMINAL CONVICTIONS

Please give details of any unspent convictions. If none please state.

SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and state why you are applying for this job.

(continue on additional sheet if necessary)

REFERENCES

Please give the name, address and telephone numbers of two referees, one of whom should be your current or most recent employer who can comment on your suitability for this post. If you were known by a different name, please also state this. No reference will be sought without your consent

1.**2.****In what capacity does this person know you?****In what capacity does this person know you?****DECLARATION**

I declare that the information I have given on this form is correct and complete. I authorise you to make any credit reference and other enquiries in accordance with normal procedures for this application.

False or misleading statements may be sufficient grounds for cancelling any agreements made or for disciplinary action to be commenced.

Signed:**Date:**