

PaddingtonNow Business Improvement District Application for Employment

As an equal opportunities employer the PaddingtonNow BID selection process is based on relevant qualifications and ability only.

Post Applied For	
Operations Manager	
Where did you hear about this vacancy?	
Personal Details	
Name:	National Insurance No (please refer to confirmatory statement at end of form): How soon could you be available to join us if offered this position? May we contact you at work?
Address:	
Postcode:	
Telephone number(s):	
Email address:	
Education, Training and Professional Qualifications (Please include any part-time study)	
Name of school / college / university	Examinations passed, with subjects and grades

Professional Qualifications

Relevant professional qualifications and date when acquired:

Membership of relevant professional bodies and level of membership:

Current Employment Details

Name of employer:

Position held:

Nature of business:

Main duties:

Address:

Current salary:

Postcode:

Date employment commenced:

Telephone number:

Reason for leaving:

How many days have you been absent from work due to sickness in the last two years?

Previous Employment History (please start with the most recent and work back, explaining any gaps between periods of employment – if you require more space then please use a supplementary page)

Name of employer:

Position held:

Address:

Main duties:

Salary:

Postcode:

Date employment commenced:

Telephone number:

Date employment ended:

Reason for leaving:

Previous Employment History continued

Name of employer:

Position held:

Address:

Main duties:

Postcode:

Salary:

Telephone number:

Date employment commenced:

Date employment ended:

Reason for leaving:

Previous Employment History continued

Name of employer:

Position held:

Address:

Main duties:

Postcode:

Salary:

Telephone number:

Date employment commenced:

Date employment ended:

Reason for leaving:

Additional Information (please give details of any other experience or achievements you consider to be relevant to this application)**Leisure Interests** Please indicate your main interests and leisure pursuits

References Please give the names and addresses of two referees and state your relationship with them. One of these should be your current/previous employer. Neither will be approached without your prior permission.

Name, address, position and tel. number of referee:	Name, address, position and tel. number of referee:
Relationship to referee:	Relationship to referee:

Criminal Convictions

Have you ever been convicted of a criminal offence which is not yet spent under the Rehabilitation of Offenders Act 1974?

Yes/No *please delete as appropriate*

If Yes, please give details:

The Data Protection Act 2018

Information provided by you on this application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, the data will be stored for at least six months and then destroyed. If you are the successful candidate, relevant information may be taken from this form and used as part of your personnel record.

Confirmatory Statement

I confirm that the information provided by me on this application form is correct and gives a true representation of my qualifications and work experience.

I have the necessary documentation for employment in the U.K. e.g. passport and formal evidence of NI number, which I will produce prior to employment.

I consent to the use of this information during the recruitment process.

Signature:

Date:

Reasons for Application Please set out the main reasons for your application for this post and what you believe you would bring to it. You should give details of any experience that makes you suitable for this post, paying particular attention to, and addressing, **each** element of the person specification and the job description.