

# CONFIDENTIAL

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in applying for employment with Centro. Centro is an equal opportunity employer and all recruitment procedures are made with regard to the requirements of the job and are not influenced by any considerations of sex, age, marital status, sexual orientation, race, colour, nationality, ethnic origin, disability or religion.

Please complete all 4 parts of this form to help us assess your application and meet our aim of equality of opportunity for all.

Part A provides personal information for contact and reference purposes. Additionally this Part provides information about disability. Centro is *“positive about employing people with a disability”*. Anyone who has a disability, as defined by the Disability Discrimination Act and who meets the basic requirements of the job is guaranteed an interview.

Part B provides personal information to help us monitor our progress as an “Equal Opportunity Employer”

Parts C and D of the form provide information to enable us to assess your skills, knowledge and experience in relation to the post you are applying for.

Parts A and B are separated as soon as they are received at Centro. Assessment of your application is made solely on the basis of the knowledge, skills and experience you describe in parts C and D. Part B is used solely for monitoring purposes and forms no part of the selection process.

We would really appreciate your co-operation in providing this information to assist us in achieving equality of opportunity in employment.

POST APPLIED FOR.	DATE OF APPLICATION	CANDIDATE NUMBER (For Office Use)
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**Centro operates a policy restricting smoking at work.**

PLEASE COMPLETE AND RETURN PARTS A, B, C AND D OF THIS FORM TO:-

**HR & SHARED SERVICES**

**CENTRO**

**CENTRO HOUSE**

**16 SUMMER LANE**

**BIRMINGHAM. B19 3SD**

**Email to [jobs@centro.org.uk](mailto:jobs@centro.org.uk)**

CENTRO IS THE CORPORATE NAME OF THE WEST MIDLANDS PASSENGER TRANSPORT EXECUTIVE

CANDIDATE NUMBER (for office use)
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**PERSONAL DETAILS**

<b>POST APPLIED FOR:</b>		
SURNAME:	FORENAME(S):	SEX: MALE/FEMALE
ADDRESS:		TELEPHONE Nos:
		HOME:
POSTCODE:		WORK:
DATE OF BIRTH:		Next of kin contact name:
		Tele No.
<p>Centro is "positive about disabled people" and guarantees to interview anyone with a disability that meets the basic job requirements. Please answer the following questions to assist us in meeting this guarantee.</p> <p>Do you have an illness or condition that is considered a disability as defined by the Disability Discrimination Act?</p> <p style="text-align: right;"><b>YES/NO</b></p> <p>(The Act defines a disability as "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.")</p> <p>Please describe what, if any assistance you would require to assist you in performing this post or to attend an interview.</p>		
<p>Do you have any convictions which are not spent under the Rehabilitation of Offenders Act or relevant police proceedings outstanding? <b>YES/NO</b></p> <p>If YES, please give details .....</p>		
Do you need a permit to work?		<b>YES/NO</b>
If YES, do you have a work permit?		<b>YES/NO</b>
<p>DECLARATION: I confirm that the information contained in this application is true to the best of my knowledge and that the information can be used for monitoring equal opportunities, selection and contact purposes in accordance with the Data Protection Act. I understand that false information given in this form may render me liable to dismissal at a later date.</p> <p>Signature..... Date.....</p>		

**EQUAL OPPORTUNITIES MONITORING**

POST APPLIED FOR:
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As an Equal Opportunity Employer Centro seeks to ensure that in its provision of services in general and as an employer in particular, it will offer equality of opportunity for all persons regardless of sex, age, marital status, sexual orientation, race, colour, nationality, ethnic origin, disability or religion. Strictly and solely in order that Centro can monitor implementation of its equal opportunities policy applicants are asked to complete this section of the application form. The information given will be retained for monitoring only. The information will be treated in a private and confidential manner.

**ETHNIC ORIGIN**

The following categories are used for monitoring purposes and are those recommended for these purposes by the Commission for Racial Equality.

Please tick the box which you feel most appropriately identifies your ethnic origin:-

- a. White**
- English
- Scottish
- Welsh
- Irish
- Any other White background (please write in)
- b. Mixed**
- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please write in)
- c. Asian or Asian British**
- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background (please write in)
- d. Black or Black British**
- Caribbean
- African
- Any other Caribbean/African background (please write in)
- e. Chinese or Other ethnic group**
- Chinese
- Other (please write in)

To help us monitor the effectiveness of our recruitment advertising can you please tell us where you learnt of this vacancy?

**APPLICATION FORM**

CANDIDATE NUMBER (for office use)

**EDUCATION AND TRAINING**

EXAMINATIONS PASSED (With Grades) AND OTHER QUALIFICATIONS	DATES

Membership of Professional Bodies:  
(please indicate grade of membership)

CANDIDATE NUMBER (for office use)
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**PRESENT OR MOST RECENT EMPLOYMENT (please include any relevant voluntary work)**

NAME AND ADDRESS OF EMPLOYER	POST HELD:
	DATE APPOINTED TO POST:
LOCATION (if different from above)	DATE OF COMMENCEMENT WITH EMPLOYERS
	SALARY AND BENEFITS:
	DATE OF LEAVING: (if applicable)
NATURE OF BUSINESS	PERIOD OF NOTICE REQUIRED:
BRIEF DESCRIPTION OF RESPONSIBILITIES AND DUTIES	

**PLEASE RECORD ALL OTHER APPOINTMENTS WITH YOUR PRESENT/MOST RECENT EMPLOYER IN THE NEXT SECTION, INCLUDING ANY RELEVANT VOLUNTARY WORK**

<b>PREVIOUS APPOINTMENTS (most recent first)</b>				
DATES (Month/Year)		NAMES & ADDRESS OF EMPLOYER	POSITION HELD	REASON FOR LEAVING
From	To			

DO YOU POSSESS A FULL CURRENT DRIVING LICENCE? <b>YES / NO</b>
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**REFERENCES**

Please give names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer. If you do not wish any referee to be contacted until you give permission please enter an "X" in the relevant box.

1. <input style="width: 40px; height: 20px; margin-left: 10px;" type="checkbox"/>	2. <input style="width: 40px; height: 20px; margin-left: 10px;" type="checkbox"/>
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APPLICATION FORM

POST	
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CANDIDATE NUMBER
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**SKILLS, KNOWLEDGE AND EXPERIENCE**

Centro is committed to providing equality of opportunity for all to assessing applications for employment on the basis of skills, knowledge and experience in relation to the post.

Please complete this questionnaire to assist us in the objective assessment of applications. Please include any voluntary work that is relevant to the post applied for.

Please note that you should provide sufficient information to demonstrate the breadth and depth of skills, knowledge and experience for the post applied for.

Please provide any further supplementary information on **PART D (supplement)** of the application form under the **SUPPLEMENTARY INFORMATION** part of the form.

It is important that you give relevant examples where possible and explain clearly what **your** role was in the examples given. If you have no skills, knowledge or experience in relation to a question then please either leave blank or state that “none”.

**1. The Role Profile sets out the duties for the post and the person specification describes the breadth and depth of experience that is required for this post. Please describe your experience giving examples as appropriate of how you meet the requirements of the post.**

[Empty response box]

- 2. The Role Profile sets out a wide range of skills and knowledge required for the post. Please describe how you meet these requirements, giving examples as appropriate.**

**APPLICATION FORM**

**SUPPLEMENTARY INFORMATION** please complete the main Part D sheet that provides the main information required for assessing applications. However you may provide any supplementary information you wish us to consider below.

Please provide any supplementary information to further demonstrate how your skill, knowledge and experience that is relevant to the job that you are applying for.

Canvassing of members of Centro, directly or indirectly, in connection with any application, shall disqualify the candidate.

Please note that any offer of employment may be subject to satisfactory references and medical examination.